

# Business Expenses Category Structure

## As of July 1, 2021

Bucket	Types of Expenses
Cost of Being Faculty and NPP	-Certifications   -Licenses   -Hospital Staff Dues   -Visa (e.g. H1-B) Fees -Lab Coats/Cleaning   -Business Cards   - Pagers -Specialty-Specific Safety Equipment (e.g., Lead Vest, Loupes)
Technology	-Primary Office Computer (Desktop/Laptop) selected from List of Options -Standard Accessories
Faculty and NPP Business Expense	Included <ul style="list-style-type: none"> <li>- Education: Books, journals, subscriptions   - Med Equipment (Stethoscopes)</li> <li>-Conferences (e.g., registration fees, travel, meals)</li> <li>-Dues / Memberships   -Travel related to certification</li> </ul>
	Excluded <ul style="list-style-type: none"> <li>-Secondary computer equipment (e.g., laptop, tablet [subject to UW Health policy on frequency, type, standard accessories, insurance, ownership]);</li> <li>-Cell phones   -cell phone plans   -data plans;</li> <li>-Clothing: Scrubs, OR shoes   -Home office furniture and supplies</li> <li>-Office Supplies   -Magazine subscriptions</li> <li>-Meals not associated with conference/travel (should use Staff Relations)</li> </ul>
Department Discretion	-Publication Expenses -Costs associated with Presenting and/OR at conference

*The list of items is a high level summary of reimbursement items. Faculty Business Expense Workgroup will continue to work with Council of Faculty to develop a more detailed list of items that are included and excluded prior to communication will all Faculty. In addition, Faculty Business Expense Workgroup will support Council of Faculty to maintain and update detailed list as inquiries are received and/or items evolve.*