I. Purpose:
   A. To provide guidance on how CME funding should be used.

II. Definitions:
   A. Allowable expenses related to activities maintaining certification, memberships to professional societies, federal DEA, Michigan licensure only, and expertise include books, journals, meetings, and conferences.
   B. Any travel related to conferences should follow the university’s travel policies. Travel is only to be used for CMED employed faculty members.
   C. The CME funding period begins July 1 and ends June 30. Any unobligated balance at June 30 does not carry forward to the next fiscal year.

III. Procedures:
   A. Contact the CMED Accountant with questions on how to attach expenditures to CME funds.

CMED and CMU Partners reserve the right to make exceptions, modify or eliminate this policy and or its content. This document supersedes all previous policies, procedures or guidelines relative to this subject.