



Financial Policy Highlights:
Reimbursement for
Memberships/Dues to a Private Club

(Policy 2.1.5 – Professional Memberships, Certification, Dues, and Subscriptions)

1. Prior approval by a senior vice president, vice president or dean is required. Use the Policy Pre-Approval Form: <http://www.uc.edu/content/dam/uc/af/financialpolicies/Docs/forms/preapproval.pdf> .
2. Individual pays for the expense directly; a P-Card cannot be used.
3. Individual requests reimbursement through Payroll Operations. The Pre-Approval Form and payment documentation are submitted to Payroll. Because the IRS considers this taxable income, taxes are withheld by Payroll.

Note: the university will not pay for or reimburse airline club memberships.

This checklist is intended to provide policy highlights; the policy can be viewed in its entirety at <http://www.uc.edu/af/policies>.

Note: organizational units may have more restrictive policies.