



# UNIVERSITY OF PITTSBURGH

## *University of Pittsburgh Cancer Institute*

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Nancy E. Davidson, MD  
Director

### MEMORANDUM

To: UPCI Faculty  
From: Nancy E. Davidson, MD  
Date: September 1, 2009  
RE: Policy for Use of Discretionary Funds from UPCI (REVISED)

For many years the UPCI has provided discretionary funding to promote faculty advancement as each faculty member wishes. Today the use of such funds is under increasing scrutiny. Below please find clarifications about our policy for the use of these funds. We have tried to strike a balance between the needs of individual faculty members and our collective requirement to be fiscally accountable.

The Discretionary Fund from UPCI is an annual allowance available for use during the stated fiscal year. Any unused amount remaining at the end of the fiscal year will be forfeited and cannot be carried over into the next fiscal year. The allowance expected in the next fiscal year cannot be utilized in advance to cover any expenses during the current fiscal year.

The Discretionary Fund may be used only for the following items. No other types of expenses will be reimbursed.

(i) Travel: Please refer to the University of Pittsburgh policy on Travel and Business <http://www.bc.pitt.edu/policies/policy/05/05-07-01.html> for general institutional policies and the updated UPCI Travel & Business Policy for additional clarifications for use of UPCI funds. This includes hotel/accommodations expenses, meals, travel, and incidentals such as parking fees, transportation/cab services and business-related telephone calls.

(ii) Books: Includes books, journals, software and other educational materials directly related to the faculty member's research.

(iii) Dues: Includes membership dues, journal subscriptions and meeting /conference registration fees.

(iv) Computers and computer software: Purchase of these items through the Discretionary Funds **must be coordinated with UPCI Computer Support** so that appropriate technical support can be provided.

The Director of UPCI reserves the right to disapprove the use of UPCI Discretionary Funds for expenses deemed excessive or inappropriate. I thank you for your help in using our resources wisely during these challenging times.