

Division of Primary Care and Population Health: Faculty Professional Allowance, Professional Licenses and STAP Funds

Faculty Professional Allowance

- \$1,500 per year faculty professional allowance beginning September 1st.
- Funds can be used for professional-related expenses including, if desired, a new laptop, as well as professional fees, professional travel expenses and meeting expenses (iPads, mobile phones and data plans are not eligible).
- The amount is prorated by FTE and start-date beginning at 50% appointment.
- Funds can be carried forward to the next fiscal year, although the maximum balance cannot exceed \$3000.
- For reimbursement processing, please contact Jessica Liu (jliu5@stanford.edu).
- For expenses outside the typical expenses and customary ones such as those cited above, please contact Amir Shaghafi (shaghafi@stanford.edu) or Permsuk Lamprasitipon (permsuk@stanford.edu) for clarification.

Professional Fees Covered by Division

- CA Medical license
- DEA license

STAP Funds

- \$800 in annual funds
- **What is Covered?**
- Tuition and registration fees
- Required course textbooks, CD's or tapes
- Stanford Health Improvement Program (HIP)
- Stanford Continuing Studies courses
- Stanford Technology Training courses
- Registration fees for seminars, courses, workshops and professional conferences may also be eligible
- **Not Covered**
- Test preparation courses (i.e., GMAT, LSAT, GRE, and MCAT)
- Exams or testing
- Sports activities
- Health-related classes except those sponsored by the Stanford Health Improvement Program (HIP)
- Training to meet minimum educational requirements of the current job, or to qualify the employee for a new trade or business
- Professional membership fees or subscriptions
- Travel expenses, parking, lodging or meals
- Rosetta Stone Language CDs
- Reference books