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**Society memberships:**

Membership in professional societies is a choice of individual faculty members, staff, and students, based on the personal and professional advantages that one believes the society provides. In cases where the individual can illustrate that there are substantial professional benefits conferred by membership and/or membership significantly reduces the registration cost to attend annual meetings, reimbursement of membership fees can occur, assuming the individual has access to funds that allow for this type of expense (gift or income accounts) and supervisory approval, if required.

**Journal subscriptions:**

Faculty can reimburse costs of personal subscriptions to professional journals, if the faculty member can professionally justify why they require their own subscription. Reimbursement is dependent on having access to funds that allow for this type of expense (gift or income accounts).

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