

MEMBERSHIP DUES

- **Hospital Staff Dues** must be paid directly by the faculty member and reimbursed via **Expense Reimbursement** tab in Flashline. *Any CME, DEA, Professional Licensure, Society Memberships, Certifying Board Dues invoices addressed to your home address must also be paid personally and reimbursed using the Expense Reimbursement tab in Flashline & accompanied by the **faculty addendum page**.*
- **APMA, OPMA, NEOAPM** dues, which are invoiced annually, should be given to the department's assistant. Once all faculty members from the department have collected invoices for the department's faculty, that assistant should process a **Payment Request Form** accompanied by the **faculty addendum page** and forward to Rita Di Loreto, for payment processing.