Professional Subscriptions Policy

1. The University does not fund personal membership fees or personal annual subscriptions to professional bodies. Staff who pay their own personal professional membership subscription to a qualifying professional body will be able to obtain tax relief on the amount paid each year via their tax return to HMRC. A qualifying professional body is one that appears on HMRC’s approved list.

2. Departments, sections and units may subscribe to professional bodies or similar organisations on a corporate basis where the reason for the subscription is to obtain access to professional literature, journals, advice, etc. that supports or further develops the work of the department. In these cases, where possible the name of the University or department should be used, not an individual. Where the Head of Department (HoD) has deemed that individual membership is necessary for the purposes of course accreditation or research functionality, this should be authorised by the HoD. Note that, if membership is in an individual’s name, but the body is not included in the HMRC approved list, a personal tax liability is created.

3. The University will fund membership of professional or practitioner groups or organisations where the member of staff joins the group or organization as a University of York representative or member. Such a membership should be in the name of the University with any named individual holding membership by virtue of their University role (and not their personal or professional status).

This policy was approved by Operations Group in March 2015.