

**Office of Graduate Medical Education**  
**HOUSESTAFF BOOK ALLOWANCE REIMBURSEMENT INSTRUCTIONS**

**INSTRUCTIONS**

**Maximum Amount: \$500 annually which may be carried over into the next year**

**PLEASE MAKE ALL PURCHASES BEFORE SUBMITTING FORM/RECEIPTS FOR REIMBURSEMENT**

1. Complete and sign the form; attach your receipt or packing slip (make a copy of all documents for your records).
2. Submit the form to your Coordinator/Program Director for processing.
3. If approved, your Program Director or Coordinator will route your form with receipts to the Program Administrator in the GME Office for initial review.
4. The Associate Dean for GME will review and approve the request.
5. Your approved form will be returned to your Program Director or Coordinator for processing.
6. If your request was not approved, your Program Director or Coordinator will be notified.
5. You may assign someone in your department to process the approved request online for you. Your department will be able to assist you with this.
6. When processing is complete, your reimbursement will be directly deposited into your bank account on file with the University. Review your bank information in the university's portal for accuracy.

**NOTE:**

- You must complete the entire form; omissions may result in a decrease or denial in reimbursement.
- Receipt(s) must identify all items reflected on the form, payment confirmation, applicable taxes and shipping if applicable.
- An ORDER without payment confirmation is NOT PROOF OF PURCHASE AND YOUR REQUEST WILL BE DENIED.
- Please refer to the [Book Allowance Reference List](#) below for examples of approved items.

**BOOK ALLOWANCE REFERENCE LIST**

**ALLOWED:** (Examples of allowed items -not a comprehensive list.)

Books	Tablets
Journals	Phones
Electronic media	Learning courses, such as Rosetta Stone
Board Review courses	Specialized equipment (i.e., loupes)
Conferences not otherwise reimbursed	Membership fees for related associations
USMLE/COMLEX/board fees	Renewal of license

**NOT ALLOWED:** (Examples of items not allowed. Again, not a comprehensive list.)

Job hunting expenses	Clothing
Initial license	Furniture
Computers	

**If you are not sure that the item you are interested in is allowed or if you have questions, please contact the GME office.**