

**RUTGERS NEW JERSEY MEDICAL SCHOOL  
MEDICAL RESIDENT - EXPENSE REIMBURSEMENT  
HOUSESTAFF BOOK ALLOWANCE INSTRUCTIONS**

**Reimbursement Amount: \$600**

**INSTRUCTIONS**

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

1. Complete and sign the form; attach your ORIGINAL receipts or PACKING SLIPS (make a copy of all documents for your records) Submit the form to your Program Director for approval and processing. 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.
2. approved request online for you. Your department will be able to assist you with this.
3. **Your program will notify you if any items are denied for reimbursement.**
4. The approved form with receipts will be routed for electronic approval to NJMS Finance and then forwarded to Accounts Payable
5. Your reimbursement will be disbursed through direct deposit of your regular paycheck (within 1-2 pay periods after submission to Accounts Payable). Please be sure to **enter your bank information within your Expense Management Profile.**

**PLEASE NOTE:** \* You must complete the entire form; omissions may result in a decrease in reimbursement

\* Receipt(s) must identify all items reflected on the form, payment confirmation, taxes and shipping (if applicable) must be identified in the receipt(s). **An ORDER without payment confirmation is NOT PROOF OF PURCHASE AND YOUR REQUEST WILL BE DENIED.**

\* If you purchase items (identified on your receipt) but are not included on the form, taxes and shipping costs may be prorated.

\* Items identified are subject to approval. Please refer to the [APPROVED/DISAPPROVED Book Allowance Reference List](#) for examples.

**APPROVED/DISAPPROVED Book Allowance Reference List**

**APPROVED:** Medical textbooks, subscriptions to online medical databases (such as Up to Date), educational software, medical society membership fees, or towards USMLE STEP III or COMLEX. The following list provides examples of approved purchases (not a comprehensive list). If you have any questions please contact the GME Office or your Program Director.

**1. Smart phones (any brand) or Tablets (any brand)**

2. e-Books
3. Audio Books
4. Board Review- Books and Course Fees (Excludes travel expense to course)
5. Professional Association Membership Fees (related to current specialty training)
6. Mayo Clinic Cardiology Concise Textbook and Mayo Clinic Cardiology Board Review Questions & Answers
7. Essentials of Nuclear Medicine Imaging
8. Clinical Procedures in Emergency Medicine
9. History and Physical Examination in Medicine CD-ROM
10. UpToDate
11. American Academy of Neurology Professional Association/American Academy of Neurology-Member Dues
12. Fonseca, Walker & Betts: Oral and Maxillofacial Trauma
13. System of Ophthalmology, Vol. V: Ophthalmic Optics and Refraction
14. White lab coats and scrubs
15. Equipment (eg. Loupes, Stethoscopes, Microscopes)
16. Conference fees/travel expenses not otherwise reimbursed by Rutgers

**DISAPPROVED:** Journals (including medical), hardware, non-medical material. The following list provides examples of disapproved purchases (not a comprehensive list). If you have any questions please contact the GME Office or your Program Director.

1. Laptop/Desktop/Computer equipment/All other devices (excluding those listed above)
2. Board Exam Fees
3. PDAs/MP3 or any other audio players (excluding those listed above)
4. Office furniture
5. Office supplies
6. Non-medical books or reference material (e.g. Cook Books, Language Books, etc.)
7. Newspaper subscriptions/magazines

**Spending Authority:**

1. The GME policy on Housestaff book allowance reimbursements of \$600 apply to current fiscal year allocations only.
2. **Carry-over of unspent funds from prior fiscal years** may be utilized in fiscal out-years until depleted.

**If you have any questions please contact the GME Office- Kayrie Mendez (973) 972 6049**

