



MONTEFIORE MEDICAL CENTER

The University Hospital for the
Albert Einstein College of Medicine

ADMINISTRATIVE POLICY AND PROCEDURE

SUBJECT: EDUCATIONAL RESOURCE ALLOWANCE NUMBER: JH24.2
FOR HOUSE STAFF

OWNER: HOUSE STAFF OFFICE

EFFECTIVE REVIEW/REVISED SUPERSEDES:
DATE: 8/1/02 DATE: 9/06, 6/05, 10/03, 8/02, 8/10

Purpose:

To provide educational resource allowance of up to a maximum of \$500.00 to Montefiore Medical Center House Staff Officers each academic year for the following items:

1. Purchase of academic textbooks, journal subscriptions
2. Payment of professional society membership dues
3. Purchase of educative software
4. Purchase of personal digital assistant (PDA) capable devices (for example: PDA wireless telephones, PDA touch, PDA devices, I-Touch, I-Phone, I-Pad, and e-readers)
5. Payment for approved Board Review Courses

Scope:

All House Staff on the Montefiore Medical Center payroll.

Procedure:

1. Each clinical department Chairperson/Program Director will administer the educational resource allowance policy.
2. No House Staff Officer will be reimbursed for expenses that exceed the maximum \$500.00 per person per academic year.
3. Unused educational resource allowance cannot be carried over from academic year to academic year and cannot be transferred to another House Staff Officer.
4. Reimbursement for purchases/expenses will be made via check and mailed to the home address of House Staff Officer.
5. A House Staff Officer requesting for reimbursement under the educational resource

allowance policy must complete an "Employee Business Expense & Travel Reimbursement Form", and attach original receipts for purchases/expenses.

6. The Chairperson/Program Director will approve and sign all reimbursement forms completed for purchases/expenses as first signature and forward them to the House Staff Office for review, tracking, and approval by the Director of House Staff Office as second signature.
7. Employee Business Expense & Travel Reimbursement Forms can be obtained from the department or House Staff Office.