

Educational Resource Allowance (Tips)
Formally known as Textbook Reimbursement

Residents and fellows are allowed up to \$500 per academic year.

The ERA is to be submitted NO LATER than MAY 16, 2015. **Late submissions will be returned.** The following are approved items for reimbursement:

- Academic textbooks and journal subscriptions.
- Professional society membership dues.
- Educational software
- Personal digital assistant (PDA) capable devices (for example: PDA wireless telephones, PDA touch, PDA devices, I-Touch, I-Phone, I-Pad, e-readers, and lap tops.
- Board Review Courses.
- Medical Equipment – stethoscopes, digital cameras, loops.
- ACLS, BLS, PALS, and ATLS Fees.
- Educational Courses (Spanish, etc.)
- Licensure Fees.
- USMLE and Boards.

Additional considerations:

- All purchases must be made within the academic year (i.e. if purchase was made on July 1, 2014 and submit it for the 14-15 year this would be honored. If purchase was made on June 15, 2014 and submit for the 14-15 year (This request will not be honored b/c the academic year commences July 1st of each year.
- Accounts payable will ONLY reimburse for purchases **OVER \$75**. Please provide ORIGINAL & ONLINE RECEIPTS ONLY (Online receipts must include payment information, for example: Visa **** * 1234). All receipts must be attached to a piece of white paper so receipts are not lost.
- Requests must be submitted on **original Employee Business Expense & Travel Reimbursement Form**.
- **Department and residents/fellows only need to fill out the following sections:**
 1. Under VENDER CODE; sign and print their NAME, EZ-ID# ADDRESS, legibly, then under DATE PREPARED - write the academic year (i.e. 14/15)
 2. Under Explanation of Business; WRITE all purchases made along with the PRICE beside each item and TOTAL purchase(s) - MUST NOT fill out where it says PRINT AMOUNT
 3. Under Authorized Approvals; Program Director signs the 1st box – **NO STAMPED SIGNATURE accepted**. The 2nd box is for HSO Only!

Where it states: DEPARTMENT PERSON TO CONTACT FOR QUESTIONS
Department Secretary/Coordinator must fill in information

**HOUSE STAFF WILL TAKE CARE OF COST CENTER NUMBER AND
AMOUNT TO BE REIMBURSED**

Please **retain copies** of all reimbursement requests sent to HSO, for your records. If you plan on sending ERA requests via inter-office mail to us, please call 718-920-2341 to confirm receipt.

HSO will track amount spent for each resident per academic year.