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.