

Guidelines for Resident Expenditures:

The program makes available an educational fund through which residents may be reimbursed for education related expenses. Residents must be in good academic and professional standing to be reimbursed through the education fund. All book orders and out-of-pocket expenditures ***MUST*** be signed off on by the program director in the department of medicine before they can be purchased. Any items purchased on your own take the chance of it not being reimbursed. Out-of-pocket expenditures must be completed and submitted to Audrey Foster within 60 days following the close of the month. Once expense report has been created you will receive email notification that you need to log into the concur system and submit the report. For all book orders you must complete the Book Order Request form.

The last day to use or submit receipts is January 31st, purchases 500+ may have delayed processing times

| Education Fund | |
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| PGY 1 | Up to \$500 /year |
| PGY 2 | Up to \$750 /year |
| PGY 3 | Up to \$1000 /year |
| Will pay for: (examples) | Will not pay for: |
| Only Internal Medicine related books including books on CD/DVD/MP3 | Tests (example: USMLE) |
| Journals, Magazines (example: NEJM) | Memberships (example: AOA) |
| Subscriptions (including e-subscriptions and apps) | Shoes |
| Up To Date | Hardware Device (Computers, Laptops) |
| Stethoscope | Scrubs |
| Question Banks | PDA/Phones |
| Software | |

Other items automatically purchased for you include:

- White Coats (2 during orientation and 1 in your 3rd year)
- ACLS/BCS initial course and renewal course
- ITE Exam
- ACP Membership
- Pocket Medicine
- Evidence Based Medicine
- 3rd Year Board Review course

Travel- If you would like to present at a conference you must submit the conference information and what you will be presenting to the program director. Travel reimbursements require prior approval supported by a Travel Requisition form before any travel can take place. Once approved, the department has set the below guidelines for what they will pay for:

- A. Abstract Submission
 - a. SGIM and ACP abstract submission
 - b. Other conferences-the department will reimburse for abstract submissions that are accepted. Subject to availability of funds; money may be withdrawn from individual education fund.
- B. ACP Tucson and Phoenix

- a. Registration, but not travel
- b. Hotel in Tucson if needed (Presenters only)
- C. Regional SGIM
 - a. Registration, travel, and hotel for 1st author/presenter.
- D. Other Conferences
 - a. 1st Author Presenter only
 - b. Local, state, regional, or national conference (no international) in internal medicine, internal medicine subspecialties, or IM-related topics (e.g. Education Advocacy)
 - c. Travel and Hotel only
 - d. Registration will only be paid for if it is required to present.
 - e. Subject to availability of funds; money may be withdrawn from individual education funds
- E. Non-Presenter
 - a. Non Presenters can still travel, once approved, but will have to apply to be reimbursed from the educational fund
- F. Non-Internal Medicine Specialties
 - a. Presenter may apply for approval and reimbursement from his/her individual education fund

Special Tracks/Programs- Funds may be available for Dignity Health employees to offset tuition costs for special programs (e.g. MBA, MPH). Individuals may apply for these funds to help offset their personal costs.

If you have any questions concerning the education fund you can call 602-406-8798 or email Audrey.foster@dignityhealth.org