Department of Internal Medicine

House Officer Educational Funds Policy

**Purpose:** The purpose of this Educational Fund Policy is to define the scope and use of funds provided to House Officers by the Department of Internal Medicine during each respective training period level.

**Review:** This policy will be reviewed every budgetary period to ensure compliance of institutional and departmental expenditure policies.

**Educational Funds Distribution:**

Each House Officer received $300 educational funds on an academic year basis. Funds are NOT carried over to the next academic year if not used. House Officers may access these funds by purchasing an approved item and then will be reimbursed (with proper receipt and proof of purchase documentation). The other option is to have the Educational Division purchase the item in lieu of reimbursement.

**Use of Educational Funds:**

The following expenses are **allowable** under this policy:

- Books
- Q Banks
- USMLE/COMLEX Step Registration
- ABIM Exam
- Dues/Fees
- Conferences
- Fees for licenses/certifications

The following expenses are **discouraged** under this policy:

- Computers (to include equipment, software)
- Electronic devices (including PDAs, iPads, and cell phones)
  - All electronic purchases listed above **must be returned to UNMC prior to departure of the program**. This is an institutional policy. For this reason, the program strongly discourages electronic purchases with educational funds.

  (The program has allowed residents to purchase Dragon Microphones with the educational funds)

*All expenses must be submitted within 30 days of the incurred expense in order to be considered for reimbursement. All reimbursements must be finalized with Accounts Payable within 60 days, and there are occasionally requests for more information that must be submitted after the initial request. In order to be reimbursed, the Education Office must receive a detailed receipt and occasionally must turn in a credit card statement showing the charge (everything except your name and the charge may be blocked – Accounts Payable often requests statements to verify that the charge was not on a University card).