

PROTOCOL FOR HOUSESTAFF BOOK ALLOWANCE REIMBURSEMENT
NJMS GME OFFICE:

“Book Allowance Approval and Reimbursement Form” to be utilized as follows:

1. Pre-authorization of book purchase to be initiated by resident (maximum allowance is \$300).
2. Approval by Program Director.
3. Approval by Associate Dean.
4. Approval/disapproval to be returned to program coordinator, who shall maintain copies of the approved request.
5. DEADLINE DATE FOR PRE-AUTHORIZATION: **OCTOBER 1ST**
6. DEADLINE DATE FOR SUBMISSION OF REIMBURSEMENT: **DECEMBER 31ST**

DISAPPROVED: No journals; no hardware; no non-medically related material.
Requests will be returned without any further action.

APPROVED: Books, electronic books, medically related educational material
Requests will be processed as follows:

1. Resident will attached **original receipts** to previously approved Book Allowance Form to program coordinator.
2. Program Director will approve expense and review receipts.
3. Form with original receipts will be forwarded to GME Office.
4. GME office will log information into database; maintain copy for file.
5. GME office will prepare a check request and create an EXCEL spreadsheet that includes names, amount, and account information
6. GME office will get appropriate fiscal approvals on the check request.
7. Check request and spreadsheet will be sent to accounts payable to issue reimbursement checks.
8. Checks to be returned to GME to photocopy file and distribute to program office.
9. Program office to give check to resident.