

**HOUSE STAFF/FELLOW EDUCATION FUND 2014-2015**

Who is eligible?	R-1's, R-2's, R-3's, Fellows
How much is available?	\$300 per Resident/Fellow
Are there any date restrictions?	All purchases must be made within the current fiscal year (July 1 <sup>st</sup> – June 30 <sup>th</sup> ). Purchases made prior to the beginning of the current fiscal year will not be reimbursed.
What items are allowed?	Printers, Headphones Educational texts relative to Medicine Professional dues that provide journals (AMA, ACP, etc) Board review courses and materials Personal organizers relative to Medicine Laptops, modems and computer software and equipment relative to Medicine Stethoscopes, otoscopes, ophthalmoscopes Educational travel relative to Medicine
What items are <b>NOT</b> allowed?	<b>NO KINDLE (Hardware Readers)</b> NO Board exam fees (USMLE, ABIM) NO Professional License fees NO CELL PHONES NO DIGITAL CAMERAS <b>NO PDA/PHONE COMBOS</b> <b>NO IPOD's/NO IPADS</b> NO GYM MEMBERSHIPS <b>NO EXCEPTIONS!!!!</b>
How do I submit my expenses for reimbursement?	Submit the original completed order form for <b><u>Dues</u></b> and <b><u>Subscriptions</u></b> – for <b><u>payment directly from Accounts Payable</u></b> at the Dept of Medicine Business Office.  <b><u>Upstate Medical Bookstore</u></b> – take your purchase to the checkout and have the store call <b>Barb Murphy</b> at <b>4525</b> for authorization for your purchase.  For <b><u>purchases made off campus</u></b> , present your <b><u>original receipt</u></b> (copies will not be accepted) along with your completed and signed HS Education Funds Reimbursement Form.  For <b><u>Travel</u></b> – a Travel Reimbursement Request Cover Sheet must be completed and presented with your <b><u>original receipts</u></b> (copies will not be accepted) in order to be considered for reimbursement. There are strict guidelines for travel reimbursement. If in doubt as to whether an expense will be covered, ask.
Where do I send my receipts for reimbursement?	<b>Barbara Murphy, Accounts Payable</b> Department of Medicine Business Office 550 East Genesee Street, Suite 201 Syracuse, NY 13202
Who may I contact for more information?	Barbara Murphy <a href="mailto:murphyb@upstate.edu">murphyb@upstate.edu</a>
Where do I get forms?	<b>Email</b> Paula Campion, Sally Melton or Deb Killian in the EPO and one of them will send you the form via email.