RESIDENCY GUIDE TO REIMBURSEMENTS FOR RESIDENTS

Please remember that once you submit your request, it still has to be entered into the residency database, signed by Dr. Eisen or Dr. Guthrie, sent to Finance, reviewed and approved by Finance, sent to Accounts Payable, reviewed and approved, AND THEN your check is cut and sent to you. This may take a while.

For **BOOK REIMBURSEMENTS** ($200.00 per A/Y), submit all of the following

1. Original order form, which must include:
   - Reimbursement request forms (please select appropriate forms)
   - Name/description of each book and
   - Price of each book

2. Proof of Purchase
   - An Amazon or other vendor’s packing slip does **NOT** count
   - A credit card statement with the specific transaction highlighted is your safest bet, or or receipt with credit card number listed on receipt.

**TRAVEL/CONFERENCE REIMBURSEMENTS** (PGY-1=$250, PGY-2=$500, PGY-3=$600; PGY-4=$700)

Please submit **ALL** of the following:

1. **Event Information**, which must include all three*:
   - Location of event
   - Dates of the event
   - Cost of registration
   
   * This information could come in the form of the *event registration page* or a printed copy of a *brochure*. Either way, it must describe all three items listed above.

2. **Itemized Expense Report** *(include link to document here)*, which may include
   
   A. **Transportation**
      
      i. **Automobiles**
         - If YOU drove, include your mileage AND a google maps printout of your route to verify your mileage/distance traveled
         - If you take a TAXI, you must request a receipt. Submit this receipt, including tip amount. Note that you will only be reimbursed for a tip of up to 15%

      ii. **Planes or Trains**
         - If flying, you must travel coach (if coach is no longer available, the ticket price must be approved by your supervisor)
         - Keep copy of ticket stub or **BOARDING PASS** to submit with expense report
B. Overnight Lodging

- Lodging must be for a single room **AND** be over 50 miles away from Butler Hospital or your home. Yes, *that does mean that if you are staying overnight in Boston, you are expected to either go home every night or pay for your own lodging.*
- If sharing rooms and splitting costs, be sure all names are listed on receipt. Include a copy of receipt in both reimbursement packages. List your portion to be reimbursed on the expense sheet.
- You must submit an original *itemized* hotel receipt OR an online receipt with room type, daily room rate, taxes, and incidentals.

C. Meals

- Given that you have itemized receipts for all of your meals, you will be reimbursed for a maximum of $55 a day for food.
- You will NOT be reimbursed for tips in EXCESS of 15%
- You will NOT be reimbursed for alcohol.
- You will NOT be reimbursed for guests (only yourself)
- You must submit ALL meal receipts – original and itemized with tax and tip*
  *Note that a bill for the whole table that is split amongst yourselves or evenly by the waitress will probably cause delays in finance.

**LICENSE REIMBURSEMENTS**

You will be reimbursed for the following, if applicable. Please include receipts for each fee.

RI Limited License($165)

**Full License**  *Only reimbursable for 4th year residents going on the Forensic Rotation at Eleanor Slater*

a. NPDB Individual Self Inquiry ($8)
b. HPDB Individual Self Inquiry ($8)
c. RI Medical License Fee ($570)
d. Drug Administration/Controlled Substance (DEA Application) Fee ($731)
e. RI Controlled Substance Registration Fee (CSR) ($140)
f. FCVS Fees ($475 total)
  - Initial Processing ($295)
  - Additional Forward ($85)
  - FSMB Transcript ($65)
  - PFT/ed ED Fee ($30)

Remember, that following these steps will prevent your reimbursement from being slowed down any further!

Revised: 7/19/13; Created: 10/22/12 EM