
Policy Title: Guidelines for Resident Educational Allowance Funds

Original Date: June 2016



Jay D. Horton, MD
Program Director, Physician Scientist Training Program

PURPOSE

To define allowable expenditures related to Internal Medicine Physician Scientist Training Program (PSTP) for residents.

DEFINITION

The allowance is a specific form of financial support to help residents learn about new and developing areas of their field. During the clinical training (years one and two of residency), PSTP residents will receive an additional \$3000/year resident allowance for various expense (i.e. literature, an iPad/laptop, scientific/educational travel) as approved by the PSTP Program Director.

It is best to verify that expenses you intend to submit will be eligible for reimbursement PRIOR to spending the money. (For questions regarding expense reimbursement eligibility, please contact IMPSTP@utsouthwestern.edu.)

PROCEDURE

1. The Program Director's Coordinator will be responsible for administering the educational allowance policy.
2. Resident amounts are at the discretion of and subject to the prior approval of the Program Director. Program Director must inform eligible trainees of the amount available through their program and how to request it.
3. Clinical Departments must follow the established UTSW Accounting matrix for payment/reimbursement of the Internal Medicine educational allowance expenditures.
4. Unused educational allowance cannot be carried over from academic year to academic year and cannot be transferred to another trainee.
5. Custodianship of any computer, iPad or laptop may continue throughout the end of the Fellowship Program. These items are tagged, trackable assets, and if the Resident will be leaving the University and/or Fellowship Program, these items will need to be returned to the Education Office or your Division Administrator, prior to leaving the University.

Expenses that pre-qualify for this program include the following:

Permitted (Reimbursable) Expenses:

- Educational Travel
- Textbooks/Journal subscriptions
- Medical Software
- Special Training Courses
- Medical Association Fees
- USMLE Step III Examination and/or study aides
- Scientific-related conferences and meetings
- Computer, iPad or laptop (applicable only to the purchase of one system)

Permitted (Reimbursable Licensing) Expenses:

- Initial TMB Application Fee
- Texas License Registration Fee
- Texas Medical Board Licenses
- Texas Medical Jurisprudence Examination and/or study aides

Prohibited (Non-Reimbursable) Expenses:

- Federation of State Medical Boards (FCVS)
- ECFMG Certification
- ECFMG Med Ed Request Fee
- FSMB Transcript
- Verification Fee
- Campus Parking Registration Fees
- Initial Processing/Portfolio
- Passport Fee
- Finger Print Fee
- Transcript Fee
- Cell phones, iPods
- Dallas Area Rapid Transit (DART) passes

Policy Title: Guidelines for Resident Educational Allowance Funds

Original Date: June 2016



Jay D. Horton, MD
Program Director, Physician Scientist Training Program

PROGRAM WITHDRAWAL

Should you decide to withdraw from the PSTP, you are required to meet with the Program Director. Afterwards, inform the Program Coordinator of your final decision and all PSTP benefits will terminate:

- If/any remaining balance of your Resident allowance (\$3,000 annually)
- Fellowship stipend (\$10,000 annually)

Contact Information

For questions regarding reimbursement policies and procedures, please contact Jerra Brandon at 214-648-3644; or IMPSTP@utsouthwestern.edu.

Receipts and reimbursement request can be sent via campus mail to MC 9046 or delivered to the Education Office in F5.310; Attn: Jerra Brandon.

By signing below you have acknowledged that you have received and reviewed the PSTP Resident Allowance Policy. A copy of this document will be placed in your file.

Resident Name (Printed)

Resident Name (Signed)

Date