

FIVE TIPS FOR CORRECT SUBMISSION OF BOOK REIMBURSEMENT REQUESTS

1. Submit all requests on an Employee Business Expense & Travel Reimbursement Form.
2. Write all information in a legible manner in areas indicated on sample request.
3. Provide your signature (top) and your **program director's signature at the bottom.**
4. Include the name of book/item and the associated costs beside each book under "Explanation of Business." You must **total your purchases at the bottom.**
5. **Note that receipts must** accompany all purchases:
 - **Original Receipt;** Please tape all receipts to letter sized paper.
 - **On line purchase(s);** Payment information/method must **reflect type of card used and the last 4-5 digits. (invoices, orders, packing slips are not accepted)**
 - **Payment(s) made by check; copy of cancelled check, credit card statement, or a copy of your bank statement.**

Before submitting your "completed" Reimbursement Request to your department, please ENSURE that you have the required payment method as indicated above. Accounts Payable **will not honor requests** that do not provide proper payment information.

Your department will review your request for accuracy and forward or ask you to bring it to House Staff Office (HSO). Once HSO has approved your request, it will be sent to Accounts Payable for payment.

All purchases must be made within the academic year (for example, 07/01/14 – 06/30/15) for a maximum of \$500 only. Accounts Payable **will not reimburse purchase less than \$75.**

Processing time is anywhere between 4 to 6 weeks from July to March and 6 to 8 weeks from April to June. Requests for reimbursement returned the HSO will be sent to your department.