



Saint Agnes Medical Center Reimbursement Guidelines

Saint Agnes Medical Center provides educational stipend to each resident in the following amounts for the academic year 2025-2026. The amount is only offered for the current academic year and does not roll over into the following year.

Internal Medicine

PGY-1:\$2,500

PGY-2:\$2,500

PGY-3: \$2,500

Family Medicine

PGY-1:\$2,500

PGY-2:\$2,500

PGY-3: \$2,500

Emergency Medicine

PGY-1: \$2,500

PGY-2: \$2,500

PGY-3: \$2,500

Transitional Year

PGY-1: \$2,500

Sports Medicine

PGY-4: \$2,500

Eligible Educational Stipend Expenses:

- Board study materials
- Educational conference fees
- Laptop, iPad
- License Fee
- USMLE/COMLEX Step 3 Exam Fee
- Board Exam Fee

You must include receipt(s) for each item reimbursed. The receipt(s) must include:

- Your name (not handwritten);
- Itemized list of items purchased
- Amount paid; and
- Proof of your payment (one of the following):
 - Anything purchased physically needs a physical receipt, this includes meals for conferences; no receipt, no reimbursement).
 - If paid with a credit card, the receipt must have the card name with the last four digits of your account number; e.g., VISA 1234.
 - If you bring a copy of your bank or credit card statement, you can hide all other purchases except the item(s) being submitted for reimbursement. Do not blacken your name or entire account number; we must be able to link you with the account.

For reimbursement of USMLE or COMLEX Step 3 Exam, Saint Agnes Medical Center will only reimburse the first attempt. Remember you will need to submit your score report to your program coordinator for your file.

For reimbursement of California medical licensure. You must provide a copy of your medical license to your program coordinator for your file.

For outside required rotations: Mileage reimbursement will be provided. Mileage will only be reimbursed for required rotations greater than 35 miles.

For reimbursement for travel to present at national conference, you must submit a national conference application form (see page 4). You must submit application form with required documentation with you and your program director signature. The application will be reviewed by the research committee and graduate medical education office to determine approval (dependent on availability of funds). If approved, the maximum reimbursement for conference is \$2000. You are only allowed one reimbursement for conference/publication during residency/fellowship, additional request will be reviewed on a case by case basis and is dependent on if there are remaining funds available. All documents produced must be approved by the Communications department and must have Saint Agnes Medical Center logo on it (Ex: posters, presentation, etc.). For conference travel, all original receipts will be required in addition to a complete expense form. Receipts must be itemized so we can make sure no alcohol was purchased. For people attending a conference together, please get separate checks if you eat together. Meal cap is \$66.00 per day total. For travel, if you drove your own car we reimburse mileage, if you drove a rental we reimburse rental fee + gas receipts. For both instances we need a map that shows the travel route with miles visible.

Resident and Fellow educational stipends are governed by the following rules:

- Requests for reimbursement from your educational stipend must be submitted via the Reimbursement Request Form on Page 3. You and your program coordinator must sign the form. The form and your proof of payment must be submitted to your program coordinator for processing. All expenses must have an educational purpose in order for the request to be eligible for reimbursement. Travel expenses must comply with Trinity guidelines: [Travel and Other Business Expenses.pdf](#)
- Requests for reimbursement must be submitted within 30 days of incurring expense and will not be reimbursed if submitted more than 120 days after the expense incurred. Requests for reimbursement must be received by **May 1st**. **Unused educational stipend will not carry over to your next academic year.**



Reimbursement Form

Resident/Fellow Name: _____

Resident/Fellow ID #: _____

Home Address: _____

City, State, Zip: _____

Residency/Fellowship Program Specialty: _____

Program Year (PGY-1, PGY-2, etc.): _____

Please list reimbursement by category:

Examination Fees: \$ _____ *Mileage: \$ _____

Medical Licensure: \$ _____ *Lodging: \$ _____

Training Expenses: \$ _____ *Travel: \$ _____

Educational Resources: \$ _____ Conference: \$ _____

Publication: \$ _____ Other (Specify): \$ _____

I am requesting \$ _____ in reimbursement from Saint Agnes Medical Center.

Required Signatures:

Resident/Fellow: _____ Date: _____

Program Coordinator: _____ Date: _____

Please return the completed form with signatures and receipt documentation to your Program Coordinator.

**If requesting reimbursement for an approved mileage, lodging, or other travel expense, must include Saint Agnes Medical Center expense report as well as receipts and reimbursement form.*

Requests for reimbursement must be submitted by May 1st in the academic year the expense incurred unless conference occurs after May 1st, in this case reimbursement request with required documentation must be received within 2 weeks of returning from conference.

Office Use Only: Select Cost Center:

EM (86088) FM (86018) IM (86008) TY (86058) GME (86028)

SM (86091)

Grant Reimbursable (Circle One): Yes or No



National Conference Reimbursement Application

Please attach the following and submit to the Research Committee: (1) A brief statement on the relevance of the conference to your research/educational presentation; (2) A one-page abstract of the paper/poster you intend to present; (3) The conference brochure at which you plan to present; (4) Program Director approval of your research.

Once completed, send to Research Committee Co-Chair: Phillip Kim, MD or Anupama Poliyedath, MD: Phillip.Kim@samc.com or Anupama.Poliyedath@samc.com

Biographical Information:

Resident/Fellow Full Name: _____

Resident/Fellow ID #: _____

Credential (MD or DO): _____

Residency/Fellowship Program Specialty: _____

Email Address: _____

Cell Phone Number: _____

Conference/Publication Information:

Name of Conference for which funds are requested: _____

Location of Conference: _____

Conference Start and End Date: _____

Nature of Participation: Paper Poster Presentation

Topic of Presentation: _____

Resident/Fellow Signature: _____ Date: _____

Program Director Signature: _____ Date: _____

Research Committee Signature Approval

Research Committee Co-Chair Signature _____ Date: _____

Frequently Asked Questions:

Q: I just got invited to present at a conference! I need to buy a plane ticket, reserve a hotel room. What do I do next, and will I get paid back?

A: The first step will be to follow the instructions to submit the National Conference/Publication Reimbursement Application with Program Director signature to the Research Committee Chair. Once you have approval from the Research Committee, you can begin purchasing your travel accommodations. Make sure to review the Trinity Health Travel and Expenses Guidelines before making purchases as these guidelines provide a daily quota for meals based on the location as well as reimbursable hotel rates. Consult with your Program Coordinator if you have additional questions.

Q: If I go to a conference, am I filling out an expense report in addition to the reimbursement form? Why?

A: Yes, the expense report is an important piece of the reimbursement process as lodging, meals, mileage (or flight) are each payable under a different line item which is needed for our accounts payable team.

Q: I want to purchase a new laptop from my educational stipend. Can I get reimbursed if I am purchasing the product on a payment plan?

A: Reimbursements can only take place for a purchase that follows the reimbursement guidelines which require proof of the transaction amount. You can submit all of the reimbursements before the deadline for each of the monthly payments that transpired during the academic year that were applied towards the laptop.

Q: I used my parents' credit card to purchase my license and am paying them back. Can I submit for reimbursement?

A: No, unfortunately not as the charges do not show your name on the transaction. You can submit different charges for education reimbursement that meet the criteria.