

**BOOK ALLOWANCE**  
**\$400 PER YEAR (JULY 2009 – JUNE 2010)**

**General Principles:** The 'book allowance' is intended to support your educational development. You may use it for joining professional organizations, attending pre-approved conferences, and especially for building your professional library. In recognizing that libraries are now often electronic and therefore mobile, we support the purchase of one PDA out of this allowance.

**Allowable purchases for ALL RESIDENTS each year:**

1. Textbooks
2. Study guides (or book equivalent downloads/software, example: QBank, etc.)
3. Software – only if directly medically related, i.e. software for online PDR, etc.
4. PDA software – only that which is necessary to synch your PDA
5. Membership dues – for eg., American Psychiatric Association, Texas Society of Psychiatric Physicians (TSPP) , and North Texas Society of Psychiatric Physicians (NTSPP)
6. Travel reimbursement for conferences (must be pre-approved by Dr. Brenner)

**Specific to purchase of PDA'S:** Residents are allowed to purchase ONE PDA while at UTSW. This can occur during either the PGY1, PGY2, or PGY3 year. PGY-4's are not eligible to be reimbursed for a PDA/Palm pilot in their last year of residency.

**NO LONGER ALLOWED:**

1. Generic software – e.g. Windows applications such as Office 2007, Vista, Adobe Acrobat, etc.
2. Computers of any kind
3. Computer peripherals – no hard drives, hardware of any kind, flash drives, etc.

**Reimbursement:** You must submit original receipts to Shanagra Jones WITHIN 90 DAYS of purchase. Any receipt over 90 days old WILL NOT BE REIMBURSED. This is a UTSW Accounting rule. No exceptions.

**Conference approval:** Travel plans must be pre-approved by Dr. Brenner. Shanagra Jones must be informed well in advance of departure to ensure that all UTSW travel guidelines are followed.

**6/11/2009**