

Instructions for Getting Reimbursed for Public Health Certificate Out-of-Pocket Expenses (Medical Residents and Medical Students)

In order to get reimbursed for the Public Health Certificate Out-of-Pocket costs, the individual must meet certain criteria.

Criteria for Reimbursement:

- Individual must be a medical resident or medical student.
- Individual is to be reimbursed at the end of the semester after successful completion of the course.
 - ✓ Medical residents and medical students who have officially registered at UNM and for whom tuition can be paid will get a letter grade that will go on an official UNM record. This will be assigned at the end of the semester.
- Individual must provide an original Statement of Account which states the date paid, the semester being reimbursed and the amount of reimbursement due.
- Individual must provide the method of payment which states the amount to be reimbursed.

Support staff prepares DP-EZ to reimburse individual for Tuition Expense for the Certificate of Public Health.

Complete Section II on the DP-EZ as follows:

Section II. Payment/Reimbursement Expenses

- Business Purpose: (Year) (Semester) tuition fees for (Name of Individual).
- Additional Information: Pre-approved by Dean Paul Roth, HR, and OBIT.

Document Processing:

- Support staff completes the DP-EZ, prints the document, obtains signatures and sends the DP-EZ, along with supporting documentation to the FCM Accounting section.
- The FCM section reviews and approves the document which is then forwarded to HSC Financial Services Division, electronically. The paperwork is forwarded to HSC Financial Services Division for review and approval.
- Once the review process is complete and if the individual has direct deposit, the reimbursement is deposited into his/her account within 48 hours.
- If the individual does not have direct deposit, the check is cut and placed in the mail.