

PERSONAL DEVELOPMENT FUND REQUEST FORM

Personal Development Funds are available for current academic year and may be used towards conferences, dues, books, approved software and/or devices (no phones), stethoscopes, board application fees, and other items related to professional development. Approval is at the discretion of the GME Office. All PD Fund requests must be submitted on a request form for approval and must have appropriate documentation of expenses. ***All PD Fund requests for conference time off must be submitted utilizing the PTO Policy.***

Trainee Name: _____

Trainee Address

Street: _____

City _____ **State** _____ **Zipcode** _____

Please input purpose of request below:

Purpose _____
(Books, Due/Fees, Stethoscopes, Exams, Conferences, etc.)

Total Costs: \$ _____

Amount Requested from Professional Development Fund: \$ _____

☐ **Trainee Signature:** _____ **Date:** _____

☐ **Approved by GME Representative:** _____

- **PGY-1 Preliminary or Rotating Interns \$300/year**
- **PGY-1 & PGY-2 Categorical \$750/year**
- ***PGY-3 through 6 Categorical \$1500/year**

**PD Funds will be increased for Fellows/Residents in their final year of training at AOMC. They may receive up to an additional \$1000 to be used solely for their specialty board exam fees.*

For Reimbursement Submit:

1. Original receipt of purchase
2. Amount and Description of purchase
3. Conference/Course Brochure

Please submit the forms within 2 months following the activity to the Residency Coordinator

Please keep copies for your records