

**NML&PDC IS AUTHORIZED TO PAY FOR THE FOLLOWING:**

1. Normal tuition for person in degree completion programs.
2. Building use fees
3. Student activity fees – includes Instructionally Related Activity Fees (IRA) if mandatory.
4. Student union fees
5. Laboratory fees
6. Copying/Binding Thesis/Dissertation Expenses (**Does Not Include Formatting/Editing/Proof Reading Expenses**)
7. University required rentals
8. Registration fees
9. Graduation fees
10. Health services fee required (if not able to be waived) by institution
11. Transportation fees for rotations considered an Integral part of training - POT
12. Computer User Fees
13. Loupes – if in compliance with BUMEDINST 6750.6
14. Credentialing fees.
15. Training Evaluation fees
16. Medical licensure in some instances per BUMED INSTRUCTION 1500.20 7 Oct 2014
17. Required life-saving courses.

1. Please provide a receipt for the expense showing a balance of zero and the method of payment, i.e. Visa Card 0220. If either of these is missing from this receipt, please provide a copy of your credit card or bank statement with the purchase (with PII redacted)
2. Please provide your mailing address.
3. Please provide an e-mail or letter from your Program Coordinator identifying the requirement for the expense.
4. Please complete an electronic funds transfer so Navy GME knowS where to deposit the money (DO NOT put your SSN on this or any form)
5. Once Navy GME has the above, Navy GME will process for reimbursement. If not in your account in 6 weeks, please f/u with Navy GME.

**TRANSPORTATION FEE REIMBURSEMENT FOR ROTAITONS**

1. Need the addresses/mileage (one way) from home to work.
2. Need the addresses/mileage (one way) from home to alternate work location(s).

If the mileage from home to alternate work location is further than home to work, then claim that total mileage from home to alternate work location minus the total mileage from home to work on your 1164 (claim for reimbursement request).

3. Will need your ETF form.
4. Will need your completed 1164 and mileage log (see sample below).

DATE	ROUNDRIP MILEAGE TRAVELED TO ALTERNATE SITE	ROUNTRIP MILEAGE FOR NORMAL COMMUTE	TOTAL OF B-C
1-Oct	85	9.6	75.4
2-Oct	85	9.6	75.4
3-Oct	85	9.6	75.4
4-Oct	85	9.6	75.4
5-Oct	85	9.6	75.4
6-Oct	85	9.6	75.4
7-Oct	85	9.6	75.4
9-Oct	85	9.6	75.4
10-Oct	85	9.6	75.4
11-Oct	85	9.6	75.4
12-Oct	85	9.6	75.4
13-Oct	85	9.6	75.4
14-Oct	85	9.6	75.4
15-Oct	85	9.6	75.4
16-Oct	85	9.6	75.4
17-Oct	85	9.6	75.4
18-Oct	85	9.6	75.4
19-Oct	85	9.6	75.4
22-Oct	85	9.6	75.4
23-Oct	85	9.6	75.4
24-Oct	85	9.6	75.4
25-Oct	85	9.6	75.4
26-Oct	85	9.6	75.4
29-Oct	85	9.6	75.4
30-Oct	85	9.6	75.4
31-Oct	85	9.6	75.4
TOTALS	2210	249.6	1960.4

### **REIMBURSEMENT FOR MEDICAL LICENSURE**

In limited situations involving Navy Medical Department officers assigned to civilian medical facilities for training or research, Navy Medicine activities may pay for a State professional license when such facilities requires the member to possess a license from the State in which the facility is located as a condition of patient care activities. Other requests for payment of a State professional license may be considered on a case-by-case basis as long as the licensing requirement can be verified and documented (i.e., joint Department of Veterans Affairs (DVA)/DoD facility).

The payment of the license may only be permitted if the member's participation in the training or research project will be prohibited by the civilian facility if the license is not obtained. Any license paid for in this situation shall not become the primary unrestricted license of the member. If the member is still assigned to the civilian medical facility when the license comes up for renewal, the Navy Medicine activity may pay the cost of the renewal.

1. Provide e-mail or letter from your Program Coordinator identifying you were required to attain a full state medical license in the state you are training, and that funding from the program or training institution for this licensure is not provided for residents or fellows.
2. Need your receipt for the medical license. If balance is not ZERO on the receipt and does not show the form of payment, i.e. AMEX 2345 then I'll also need a copy of your bank or credit card statement with the payment on there and all the PII redacted.

3. Need you to complete the attached EFT so Navy GME knows where to deposit the money. DO NOT put your SSN on this form.

4. Need your attestation that this license is not the primary unrestricted license of the member

5. Once Navy GME receives the above, follow-up with Navy GME in 7 weeks, if money is not deposited in your account.