

# Residency Budget Increase 2023-24

## Information & Instructions

**Only to be utilized by M4 COM students who have exceeded the \$5,000 residency costs already included in the COA.**

**Note:** \$5,000 has already been included in the M4 Cost of Attendance for Residency Interview Expenses.

Professional Judgment Review:

You will be notified via e-mail correspondence of the decision in regard to your professional judgment request within two weeks of submitting all required documentation. Please note:

- Financial Aid Office does not guarantee 100% reimbursement of additional budget request.
- Additional award increases will be based on remaining federal loan eligibility.
- Failure to submit all required documents will result in a delay in the processing of your professional judgment request.

### Allowed residency expenses

- Reasonable economy round-trip travel (airfare or mileage to and from interview (provide MapQuest or similar as supporting documentation, ground transportation) MUST be the most cost effective option.
- Reasonable costs of lodging. Not to exceed GSA rate.
- ERAS Application fees
- NRMP Application fees

### Residency expenses not allowed

- Meals (food allowance already provided in COA)
- Travel or meals for spouse, child or anyone other than the student
- Lodging that exceeds the GSA rates
- First class airfare
- Gas
- Non-mandatory rental vehicle fees. ex. rental damage waiver

### Requesting reimbursement

You must itemize and total all expenses on attached spreadsheet. Documents will be reviewed and the approved increases will be processed/dispensed for the term the expenses were incurred.

### Tools to assist with estimating expenses

Hotel per diem rates by city and state:

[www.gsa.gov/perdiem](http://www.gsa.gov/perdiem)

2023 Mileage Rates: 65.5 cents per mile (will be based on the IRS standard mileage; changes year to year)

[IRS issues standard mileage rates for 2023; business use increases 3 cents per mile | Internal Revenue Service](#)

Excel Template for Tracking Interview Expenses can be emailed to you. Please email [celane@uams](mailto:celane@uams).

# Residency Budget Increase

Aid Year \_\_\_\_\_

Student's Name

7-digit UAMS Student ID #

Specialty

Phone Number

## Instructions

Complete this form only if you are a M4 UAMS College of Medicine student enrolled in the final year of the MD program.

**Notice:** Submitting this budget adjustment request does not guarantee additional financial aid funding.

- Carefully read the Residency Interviews Budget Increase Information and Instructions.
- Interview expenses must be incurred during (not prior or after) your current period of enrollment.
- You must submit detailed documentation to verify the expenses. **Documentation must clearly show the dollar amounts paid and dates of the expenses/bills.**
- **ATTACH** a copy of each document named in the following checklist.

## Checklist of items to be attached

Place a checkmark beside each document that you attach to this form.

- ☐ ERAS Programs Applied to List showing the residency programs to which you have applied. It is located within the "Programs" tab after you log in to ERAS. Click the "programs applied to" link on the right. Print the document for attachment to this form.
- ☐ ERAS Payment receipt.
- ☐ National Residency Matching Program (NRMP) registration receipt.
- ☐ Verification of scheduled interview(s) from the Residency Program.
- ☐ Detailed documentation of costs by providing receipts for transportation and accommodations, MapQuest or equivalent if requesting mileage roundtrip UAMS to interview. All receipts are required. We are unable to make exceptions.
- ☐ Completed Residency interview travel schedule template - See page 3 of this document

### Authorization to Increase Federal Direct Unsubsidized Loan and/or Graduate Plus Loan:

I authorize UAMS to process additional loan funds to the maximum amount possible. I declare the information and documentation I am providing to be true and correct to the best of my knowledge.

Student's signature

Date

### For office use only

Reviewed by \_\_\_\_\_ & \_\_\_\_\_

Date: \_\_\_\_\_

Student Financial Services-Financial Aid • 4301 West Markham, Slot 864 • Little Rock, AR 72205-7199 Tele: (501) 686-5451

• Fax: (501) 686-8002 • Web: [www.studentfinancialservices.uams.edu](http://www.studentfinancialservices.uams.edu)

<b>Student (Student ID)</b> <b>Specialty:</b> <b>Budget Increase Request Date:</b>			
	Incurred	Anticipated	Notes
ERAS			
NRMP			
<b><i>Interview Site, Location, Dates (GSA \$)</i></b>			
Hotel/Lodging			
Airfare			
Uber/Lyft/Ground Transportation			
Mileage (.58.5/mile)			
<b><i>Interview Site, Location, Dates (GSA \$)</i></b>			
Hotel/Lodging			
Airfare			
Uber/Lyft/Ground Transportation			
Mileage (.58.5/mile)			
<b><i>Interview Site, Location, Dates (GSA \$)</i></b>			
Hotel/Lodging			
Airfare			
Uber/Lyft/Ground Transportation			
Mileage (.65.5/mile)			
<b><i>Interview Site, Location, Dates (GSA \$)</i></b>			
Hotel/Lodging			
Airfare			
Uber/Lyft/Ground Transportation			
Mileage (.65.5/mile)			
<b><i>Interview Site, Location, Dates (GSA \$)</i></b>			
Hotel/Lodging			
Airfare			
Uber/Lyft/Ground Transportation			
Mileage (.65.5/mile)			

<b>Interview Site, Location, Dates (GSA \$)</b>		
Hotel/Lodging		
Airfare		
Uber/Lyft/Ground Transportation		
Mileage (.65.5/mile)		
<b>Interview Site, Location, Dates (GSA \$)</b>		
Hotel/Lodging		
Airfare		
Uber/Lyft/Ground Transportation		
Mileage (.65.5/mile)		
<b>Total</b>	\$0.00	
	-	
Residency Costs already included	\$5,000.00	
Reimbursed/Advanced	#REF!	\$0.00
<b>Loan Processed (Spring/GPL) Increase</b>	<b>#REF!</b>	(cents are not processed in federal loans)