

Reimbursement Guidelines

- **Reimbursements will not be processed without a signed expense form and valid receipts showing that the amount has been paid.**
- **DEADLINE: Friday morning by 9:00 am EST** for payment the following Friday.
- Valid receipts include: copies of cancelled checks, copies of money orders (must show amount and who paid to), receipts showing original payment, credit card bills or bank statements showing the name of the agency and amount paid on them. Credit card or online banking statements must show a full description of charges in order to be accepted. If the description is not included on the statement they are **NOT** valid receipts.
- Estimated charges or reservations only are not valid receipts.
- Candidates who cannot provide receipts can receive their reimbursement monies paid to them as taxable earnings, and will not be refunded any taxes if receipts are later produced.
- Reimbursements will not be paid any sooner than your first paycheck and only after valid receipts and & expense form are received.
- The amounts allowed for your reimbursements will be listed on your contract. Regardless of the actual cost, you will only be reimbursed up to the amount on your contract or total of your receipts, whichever is less.

Travel / Mileage:

- On the expense form, mileage must show locations traveled "From" and "To" as well as the dates of travel and the total number of miles driven. **If you list all of these things, you do not need to submit any additional receipts.**
- If the total amount of miles driven calculated by the allowed mileage rate comes out to less than what you are allowed in your contract for travel, you may also submit **toll receipts or overnight hotel stay receipts** (must show dates and total amount paid) to allow you to receive the full amount of your reimbursement tax free.
- Gas is not additionally reimbursable if you receive mileage reimbursement, and receipts for gas are not accepted even if your total mileage driven comes out to less than your allowed travel amount.
- Food is not reimbursable.
- If you traveled by air to your assignment, you must provide the dates of travel and a complete itinerary showing the dates of travel, cities and states of departure and arrival and total amount that has been paid. Itineraries will only be accepted if in traveler's name.

Licensure

- All license reimbursements need actual receipts showing how much and to whom they were payable to. A copy of your license or a list of charges from the license application is **NOT** a valid receipt. Licensure reimbursements should be related to the current job and not future or past assignments.

Utilities

- You may submit a copy of your recent utility bill as a valid receipt for your reimbursement. You are responsible making the payment if the utilities are set up in your name. CoreMedical Group will not submit payment to the utility company if you fax the bill to us. The bill should show the dates of service & type of service.
- You will be reimbursed up to the allowable monthly amount of \$100. Previous balances will not be reimbursed. Allowable reimbursable utilities are electric, gas, sewer, and water.
- You will only be reimbursed for utilities if you are in free housing and the utilities are not included with the rent. If you are receiving a housing reimbursement or stipend, or the utilities are included with the rent, you do not receive additional utility reimbursement
- CoreMedical Group is not responsible for any deposits required by the utility company, and any deposits required are not reimbursable. You will be refunded directly by the utility company after you shut off service

Car Rental (if applicable)

- Car rental reimbursement is a weekly allowance, and is capped at the maximum amount stated in your contract. If you submit your receipts monthly, you will be 'backpaid' based on your weekly allowance amount, up to the number of weeks you have completed at the time you submit your receipt, but not more than the receipt amount. If your receipt totals more than what you are eligible for at that time, you will continue to receive weekly payments up to the total of the receipt.