

REIMBURSEMENT GUIDELINES

General

- **Receipt must be in the individual's name who will be receiving payment for the reimbursement.**
- Reimbursements will not be processed without a signed expense form and valid receipt showing that the amount has been paid.
- DAEADLINE: Friday at noon 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 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. If this is requested, the amount processed will be paid out at ninety percent (90%) of the amount remaining in your contract.
- Reimbursements will not be paid any sooner than your first paycheck and only after valid receipts and expense forms are received.
- The amounts allowed for our 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 items, you do not need to submit any additional receipts. The state in which you are traveling "from" should be limited to your permanent address or the address of your previous assignment. The state in which you are traveling "to" must be the state in which you will be working.
- 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 for 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 reimbursed if you receive mileage reimbursement, 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 your name. The state in which you are traveling "from" should be limited to your permanent address or the address of your previous assignment. The state in which you are traveling "to" must be the state in which you will be working.
- We will not reimburse the use of travel rewards or points.

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.