

REIMBURSEMENT GUIDELINES

- Reimbursements will not be processed without a signed expense form and valid receipt showing that the amount has been paid.
- DEADLINE: 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 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 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 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, receipts for gas is 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.

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.

Cell Phone

- If your contract allows for cell phone reimbursement, please submit a copy of your cell phone bill for reimbursement. The date of the bill must fall within the date range of your assignment and the bill must be in your name.

Utilities

- Utility reimbursement is only applicable if you are in CMG provided housing (Free Private or Private with Co-Pay) as indicated in your contract. This does not apply to Lodging Per Diem.
- If utilities are not included in the rent, you will be reimbursed up to \$100 per month for utilities. Allowable reimbursable utilities are electric, gas, sewer and/or water. If utilities are included in the rent there will be no additional reimbursement allowed.
- If utilities need to be turned on, you are responsible for turning on and setting up all utilities in your name. CoreMedical Group cannot turn on any utility service under our name.
- You may submit a copy of your recent utility bill as a valid receipt for your reimbursement. The bill should show dates of service and type of service. You are responsible for making the payment to the utility company directly. Previous balances will not be reimbursed.
- You are responsible for the provision of cable, internet and phone service. In the case that the internet is required for your job; CMG will reimburse up to \$75 per month for the provision of this service. Traveler is responsible for setting up service in their name. CMG cannot set up service in our name.

Car Rental

- 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 reimbursed based on your weekly allowance amount, up to the number of weeks you have completed at the time you submit your receipts, 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.
- In order to receive reimbursement for car rental, the employee must pass a DMV check as defined in our Policies and Procedures (Traveler Handbook)
- All drivers are required to maintain minimum levels of private automobile insurance coverage.