

Children's Memorial Medical Center



Finance Expense Policy Update

July 14, 2011

Employee/Faculty Expense Reimbursement Process Enhancements

- An email will be sent acknowledging receipt of the expense reimbursement form in AP
- Commitment to a quicker turn around time on correct Expense Reimbursement submissions
- A new expense reimbursement form has been designed to be used as a “checklist” for required documentation and information
- Expense Policies have been updated – alcohol is now allowed for seminar speakers, guest physicians, and visiting scholars
- Signature cards are currently being updated

Highlights of Policy Clarifications

- Working lunches are allowed with submission of agenda and roster of attendees
- Itemized receipts for meals and proof of payment are required to be reimbursed
- Employee reimbursements must be approved by their immediate supervisor or administrative director
- You are *NOT* required to use Petty Cash if your reimbursement is under \$75

Highlights of Policy Changes

- Check requests are only used to pay vendors; not employees
- 30 day deadline after travel date to submit Employee/Faculty Expense Reimbursement form
- For mileage reimbursements, MapQuest or Yahoo! Maps showing the route taken should be included with your documentation

Training this afternoon in CMRC

- **Detailed training on Employee/Faculty Reimbursement forms in Wolfson**
 - 2:30 – 3:00 pm
 - 3:30 – 4:00 pm
 - 4:30 – 5:00 pm
- **Forms are available on The Point and a link will be set up on the CMRC website**