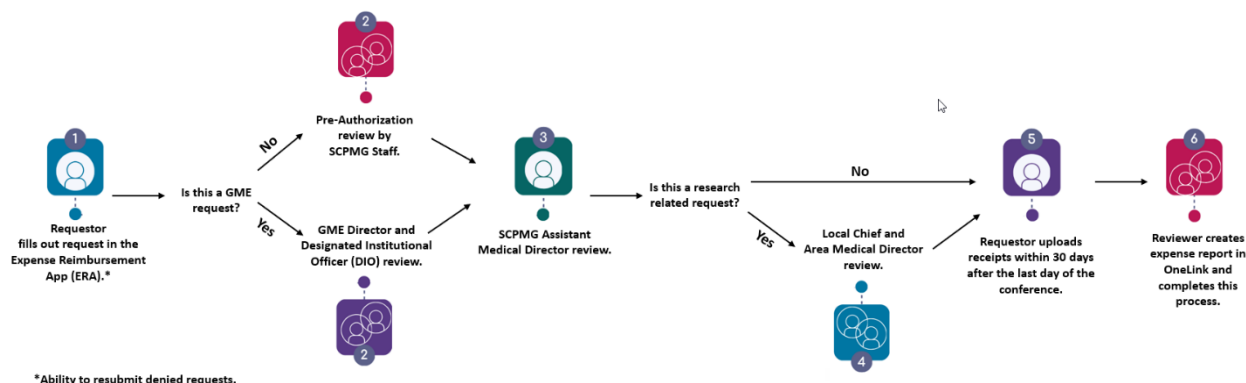


Travel Expense Reimbursement Guide for Approvers

The Travel Expense Reimbursement application is meant to streamline the SCPMG research presentation and GME travel expense reimbursement process.

The purpose of this document is to provide you with some guidance on the overall process and how to use the new software application to approve travel expense reimbursement for physician partners and associates who have been invited to give a presentation of original research (either as a talk, poster format, or video) that has been published or submitted for publication as a paper or abstract.

Overall Process Workflow



Travel Expense Reimbursement Training Video for Approvals

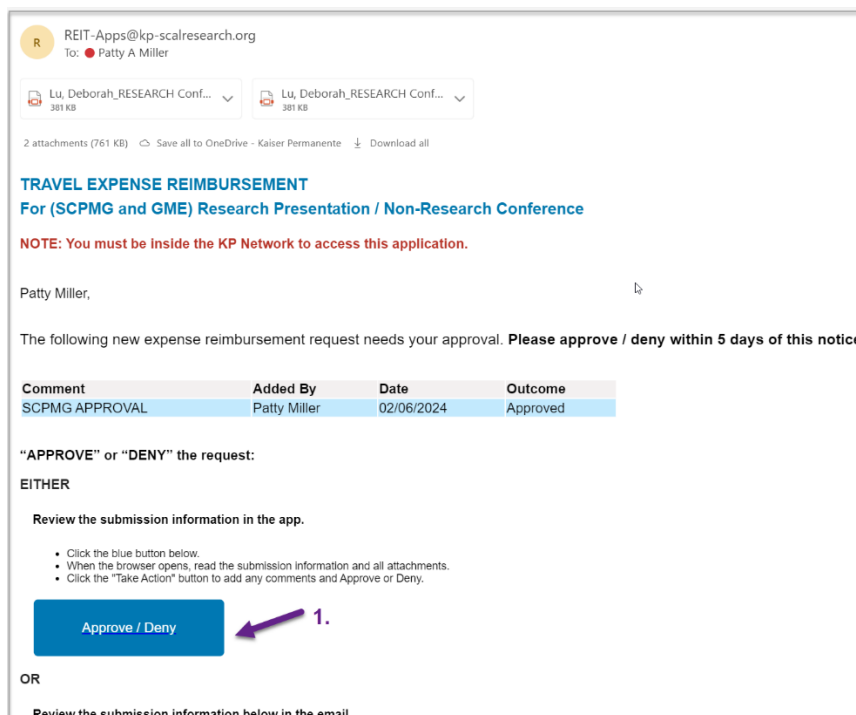
Approval Steps:

The requestor will fill out the request and will include your name for approval. You will get an email letting you know the request needs to be approved.

NOTE: You must be inside the KP Network to access this application.

Example of the type of information you will see:

1. Click the blue “Approve / Deny” button in the email. It will take you to the online application to do the approval / denial.



2. Read through the email content and attachments **OR** review the information in the application.

Request Details		2.
Request ID	135	
Name	Patty Miller	
Department		
Submit Date	01/22/2024	
Is SCPMG Partner/Associate?	I am submitting on behalf of the SCPMG partner/associate	
Partner Name	Benjamin I. Broder	
Partner Phone		
Partner Email	Benjamin.I.Broder@kp.org	
Is SCPMG partner/associate affiliated with GME?	No	
Is Research Presentation?	Yes	
Is this an ACGME or National Society Conference?	No	

3. Type in a comment (only required for denied requests)

Request # 135
Request Status: LOCAL CHIEF APPROVAL

General Information Status History Audit History

Take Action

Approval Comment
Your comment goes here.

If denying, a comment is required.

✓ Approve ⛔ Deny

4. Click “Approve” or “Deny”.

Request # 135
Request Status: LOCAL CHIEF APPROVAL

General Information Status History Audit History

Take Action

Approval Comment
Your comment goes here.

If denying, a comment is required.

✓ Approve ⛔ Deny

Helpful Info:

- The web address to access the software application:
<https://physicianreimbursement.kp-scalresearch.org/>
- To access general information about the benefits, what's not eligible, rules and regulations, FAQs, training documents:
<https://www.kp-scalresearch.org/research-presentation-and-gme-travel-expense-reimbursement/>

The Travel Expense Reimbursement Online Application Guide for Approvers is attached for your convenience.

For questions regarding this training: Please contact [Patty Miller, PMO](#), Department of Research & Evaluation.

For Non-GME Questions: Please contact SCPMGMPreAuthExpense@kp.org.

For GME Questions: Please contact your GME Administrative Team.