

Presentation Expense Reimbursement FAQs

- Q1. How long does it typically take to know if my request for original research reimbursement has been approved or denied?**

Depending on Regional Approver availability, it could be as soon as the same day to a couple of weeks.

- Q2. Can I submit a request for original research reimbursement after attending a conference?**

Yes, however approval is not guaranteed. Submitting up to 4 weeks in advance of the conference gives Regional Approvers time to review the request to determine if it qualifies as original research.

- Q3. What can I do if my request for reimbursement is denied?**

If your request is denied, you can ask the Area Medical Director or department chief to pay for the cost of your trip. If they deny your request, you can choose to decline attending the conference or pay out-of-pocket for all expenses. Make sure your application has the signatures of AMD and department chief.

- Q4. What do I need to do after my original research reimbursement has been approved, and the conference is over?**

You need to email your receipts to [SCPMGMDPreAuthExpense](#), if this is your first time requesting reimbursement you will be provided with instructions on how to delegate access in OneLink. Send receipts as attachments in a single PDF file or multiple PDF attachments in a single email. Do not send multiple emails with receipts.

- Q5. How long after submitting my receipts will I receive reimbursement?**

Due to high volume of requests, expense reports can take up to 60 – 90 days to process. We are working hard to expedite expenses, but we have other duties to attend as well.

- Q6. How will I receive my reimbursement, and how long will it take?**

Reimbursement will be made within 4-6 weeks after the expense reports have been approved by the Regional Medical Director of Quality, Dr. Nancy Gin. Payment may be made by direct deposit or by a check sent through the mail.

- Q7. Will my reimbursement show up on my paystub?**

No, reimbursements are made separately from payroll. They will be posted as a separate direct deposit or sent as a check.

- Q8. How can I contact Accounts Payable for assistance?**

You can contact the Enterprise Service Desk at **1-888-457-4872** for assistance with your Travel and Expense issues.