

Business Expense Reporting and Reimbursement Overview

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When to Submit Expense Reports



**CORPORATE CREDIT CARD
TRANSACTIONS WITHIN 30 DAYS OF
TRANSACTION DATE**



**OUT-OF-POCKET TRANSACTIONS WITHIN
30 DAYS OF TRANSACTION DATE**



**TRAVEL EXPENSE FOR OUT-OF-POCKET
REIMBURSEMENT WITHIN 30 DAYS AFTER
COMPLETED TRIP**



**RETAIN SUBMITTED RECEIPTS UP TO
ONE YEAR**





Business Meals

For an individual employee travelling:

- Overnight stay away from work location
- On KP business
- \$120 daily limit
- Includes meals, beverage, tax, tip

With other Employees:

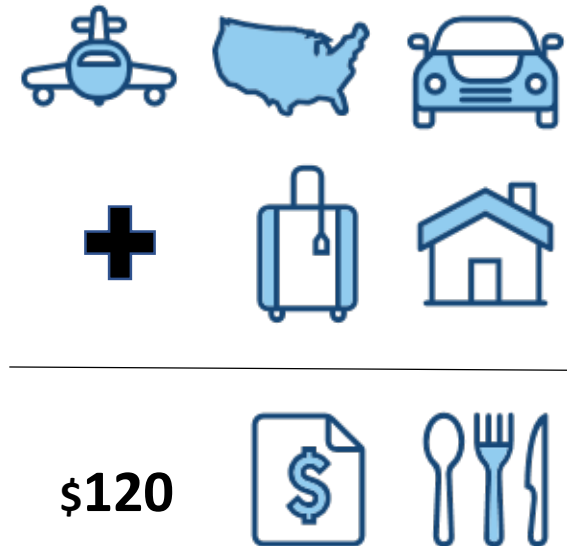
- \$20 breakfast, \$30 lunch, \$70 dinner = \$120 per person per day
- Includes meals, beverage, tax, tip
- List of attendees
- Most senior-level emp pays bills



Travel Meals or Food Expenses with Overnight Stay

Requirements

1. Employee must travel on KP business
 2. Overnight stay away from primary work location
 3. Meal reimbursement for the day is **\$120** (including tip & tax)
- IF paying out of pocket, amount must exceed =>\$75 & provide proof payment with invoice/receipt
 - IF paying with P card, NO NEED for proof of payment



Example: Travel Meal / Food Expense for YOU

with Overnight Stay

Jane Doe travels to San Diego for a KP conference and stays over night at a hotel.

Wednesday

- Jane arrives at late at night so they can expense dinner.

Thursday

- Conference provides breakfast and lunch but not dinner. Jane still has a daily meal allowance.

Friday

- Workday/conference ends at 5pm. Jane is not allowed to expense a dinner meal for the day.



Business Meals with Other Employees

Max per person

BREAKFAST: **\$20**

LUNCH: **\$30**

DINNER: **\$70**



*2 or more employees
(includes meal cost, beverage, delivery fees, tax, & tip)

Example: Offsite Teams Lunch

Restaurant: Cheesecake Factory Pasadena

Manager 1	Manager 2	Manager 3
<ul style="list-style-type: none">• Chicken Riesling \$21.95• Lemonade \$4.25• Celebration Cheesecake \$11.50• \$ 3.86 Tax• \$ 6.23 Tip <p>Total: <u>\$47.79</u></p>	<ul style="list-style-type: none">• Little House Salad \$8.95• Quesadilla \$14.50• \$2.40 Tax• \$3.87 Tip <p>Total: <u>\$29.72</u></p>	<ul style="list-style-type: none">• Ahi Poke Nachos \$17.95• \$ 1.83 Tax• \$ 3.95 Tip <p>Total: <u>\$23.73</u></p>

$$\$47.79 + \$29.72 + \$23.73 = \$101.24 - \$90.00 (\$30/\text{pers lunch limit}) = \textcolor{red}{\$11.24}$$

Example: Offsite Teams Breakfast

Restaurant Receipt

Date: 5/2/23

Server: Bill

Guests: 3

Avocado Toast	\$19.00
California Burger	\$21.50
Mimosa x2	\$14.00
Eggs n Bac	\$12.99
Coffee	\$5.25
Tax	\$7.45
Tip	\$12.00
Total	\$92.19

- Divide total receipt amount by the number of attendees: $\$92.19/3 = \30.73
- Senior manager/employee will be responsible for the difference over \$60_(breakfast limit \$20 per person): $\$92.19 - \$60 = \text{\textcolor{red}{\$32.19}}$
- The approving/paying manager should be responsible for the difference, dependent on meal type: breakfast, lunch, or dinner

Receipt Requirements

	Corporate Credit Card		Out-of-Pocket	
	Itemized Receipt	Proof of Payment	Itemized Receipt	Proof of Payment
Travel Meals	none required	none required (provided by corporate credit card)	>=\$75	>=\$75
Business/Entertainment Meals	>=\$75		>=\$75	credit card: signed receipt
Airfare/Car Rental	>=\$75		>=\$75	check: photo of front and back of check
Ride Share/Taxi	none required		>=\$75	
Other Business Purchases	>=\$75		>=\$75	
Lodging	any amount		any amount	any amount credit card: signed receipt check: photo of front and back of check

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Thank you



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