

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.

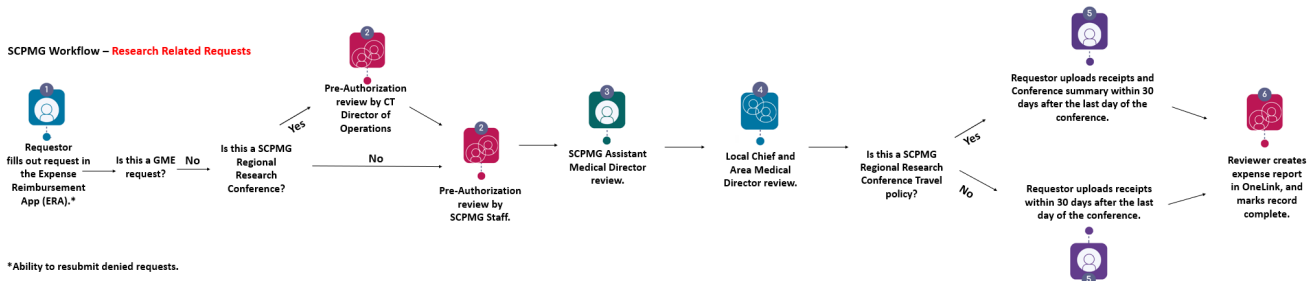
The purpose of this document is to provide you with some guidance on the overall process and how to use the new software application to approve travel expense reimbursement for physician partners and associates who have been invited to give a presentation of original research (either as a talk, poster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

What's Changed in the latest update (April 2026):

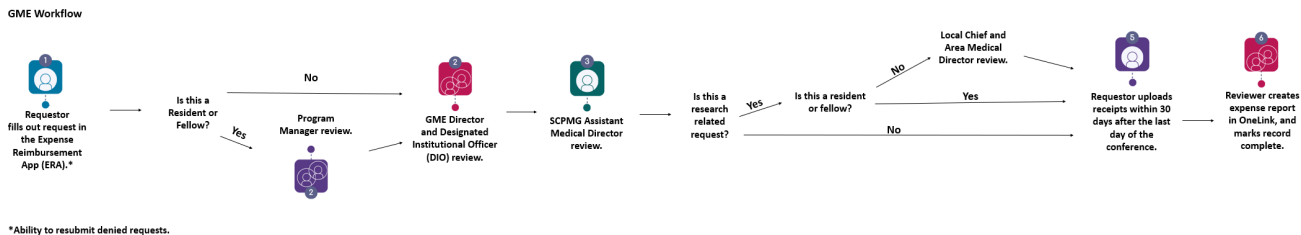
1. **Resident and Fellow requests** have been added to the application, including GME Residency and Fellowship Programs.
2. **The SCPMG Regional Research Conference Allowance** for oncology physicians has been added to the application.
3. **Pending and backup approvers** are now listed on each request so they can be contacted if approval issues arise.
4. **Prior-year requests** are now visible, making it easy to see how many have already been submitted.

Overall Process Workflows

SCPMG Workflow



GME Workflow



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

Request Details	
Request ID	73
Submit Date	02/25/2026
Is SCPMG Partner/Associate?	Yes
Presenter Name	Patty Miller
Presenter Phone	626-564-3428
Presenter Email	Patty.A.Miller@kp.org
Presenter Location	Pasadena-So. Los Robles Admin
Is SCPMG partner/associate affiliated with GME?	None
Requestor Name	Patty Miller
Requestor Department	Admin Services/HR Research OPS
Is this an SCPMG Regional Research Conference travel policy related request?	Yes

2. **Click the blue “Approve / Deny” button in the email.** It will take you to the online application to review the information and to do the approval / denial.

REIT-Apps@kp-scalresearch.org
To: Patty A Miller

Lu, Deborah_RESEARCH Conf... 381 KB
Lu, Deborah_RESEARCH Conf... 381 KB

2 attachments (761 KB) Save all to OneDrive - Kaiser Permanente Download all

TRAVEL EXPENSE REIMBURSEMENT
For (SCPMG and GME) Research Presentation / Non-Research Conference

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

Patty Miller,

The following new expense reimbursement request needs your approval. **Please approve / deny within 5 days of this notice.**

Comment	Added By	Date	Outcome
SCPMG APPROVAL	Patty Miller	02/06/2024	Approved

"APPROVE" or "DENY" the request:

EITHER

Review the submission information in the app.

- Click the blue button below.
- When the browser opens, read the submission information and all attachments.
- Click the "Take Action" button to add any comments and Approve or Deny.

Approve / Deny 1.

OR

Review the submission information below in the email.

Request in application (example)

Latest Requests				
Request Id	Conference Name	Submitted On Date	Travel Start Date	Travel End Date
73	TEST Conference	02/25/2026	Monday, 03/09/2026	Wednesday, 03/11/2026
62	Non-research conference	01/29/2026	Wednesday, 04/01/2026	Friday, 04/03/2026
54	non-research	01/07/2026	Monday, 05/04/2026	Wednesday, 05/06/2026
53	Conf	01/07/2026	Monday, 03/02/2026	Thursday, 03/05/2026
52	c	01/07/2026	Monday, 01/12/2026	Friday, 01/16/2026

Conference Details	
SCPMG Partner/Associate Name Patty Miller	
Partner Department Admin Services/HR Research OPS	
Partner Location Pasadena-So. Los Robles Admin	
Partner Phone 626-564-3428	
Partner Email Patty.A.Miller@kp.org	
Is the SCPMG partner/associate a Program Director (PD), Associate Program Director (APD), Assistant Program Director (aPD), Resident or Fellow affiliated with GME? None	
Is this an Oncology Clinical Trials SCPMG Research Conference Travel Policy? Yes	
Local Chief Patty Miller	Local Chief's Email Patty.A.Miller@kp.org
Alternate Local Chief Patty Miller	Alternate Local Chief Email Patty.A.Miller@kp.org

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.

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.

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/>

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

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

For GME Questions: Please contact your GME Administrative Team.