

Physician Expense Reimbursement Process & Guideline

The guidelines are for Physician Partners/Associates invited to present original medical research, and the SCPMG Regional Research Conference Allowance provides extra funding for oncology research leaders to attend relevant conferences, supporting education, networking, and program growth.

- Submit requests to [Physician Reimbursement](#)
- Include acceptance letter and a copy of presentation with your request
- Presentation of original research (either as a talk or poster), which has been published or submitted for publication as a paper or abstract
- Submit all **itemized** receipts to: [Physician Reimbursement](#) **after the conference**

Registration:

- Provide registration receipt with payment details
- Region does not cover membership fees, additional courses, galas, dinners, etc.

Limitations:

- 2 requests per year
- 3 Indirect Workdays maximum per request *
- Indirect Workdays are applied Monday – Friday only per SCPMG Rules
- Additional time off for the purpose of attending the remainder of the meeting is to be taken as Educational Leave or Vacation Leave
- Only one physician will be subsidized for any type of presentation
** Exceptions may be made for multiple presentations on different days but total indirect work does not exceed 6 days per year.*
- **Only oral presentations at international conferences will be considered for regional reimbursement, not posters.**

Airfare:

- Airfare receipts must reflect the following:
 - A. Full name of Traveler (same as requester)
 - B. Travel Dates
 - C. Ticket Number
 - D. Last 4-digits of credit card
 - E. Bundled receipts are not accepted (travel website receipts must detail either flight or hotel, but not both or multiple, etc.).

TRAVEL-RELATED EXPENSES

Hotel:

- Reservation must be made using the following link [Welcome to Kaiser Permanente's National Travel Site!](#) or directly with the conference. Provide folio that lists your name and last 4-digits of credit card. **DO NOT USE Third party vendors (i.e., Expedia, Hotels.com, etc.) not eligible for reimbursement.**

Meals:

- Individual daily meals do not exceed \$120. Meals with 2 or more employees for breakfast are \$20, lunch \$30 and dinner \$70 per person (including meal cost, beverage, delivery fees, tax & tip). Refer to policy 5.3.1 Travel Meals or Food Expenses with Overnight Stay.

Car Rental:

- Do not qualify for regional reimbursement

Mileage:

- Reimbursed from the work location to a local conference destination when traveling Monday through Friday; mileage is reimbursed from home if traveling occurs on a weekend.
- Reimbursed travel from either work location or home to airport.

Other acceptable travel-related expenses:

- **Printing:** please use in-house KP printing or approved Buy to Pay vendor
- **Ground transportation** * - such as Uber, Lyft, taxi (must be business-related)
- **Airfare-related expense** * - such as checked baggage fees.

OneLink:

- Add Yesenia Gaitan (NUID: U342621) and Martin Torres (NUID: W754895) as delegates in Onelink.
- Yesenia Gaitan or Martin will prepare the expense report for your review.
- Once expense report has been submitted, you will receive an email request to review the report.
- Once reviewed, please submit the expense report for approval via OneLink. The expense report can be tracked via OneLink by the requester.
- The expense report will undergo 2-3 further approval stages in OneLink.
- Once the final approval by Dr. Bridges is reflected in OneLink, payment will be remitted within 1-2 weeks after the final approval date.

Please note, incomplete information and missing receipts will cause processing and reimbursement delays.

1.0 Policy Statement

Kaiser Permanente (KP) reimburses employees for ordinary, necessary and reasonable business expenses that are incurred in the general course of conducting KP business. Employees are required to exercise prudent judgment when incurring business expenses and to do so in a cost-effective manner.

2.0 Purpose

The purpose of this policy is to set forth guidelines for reimbursement of business expenses, establish cost-effective practices to ensure compliance with KP and Internal Revenue Services (IRS) requirements, reinforce the obligation of employees to exercise proper judgment when incurring business expenses, and emphasize the obligation of managers to exercise proper oversight when approving expense reports. Markets and business functions are not precluded from establishing requirements that are more restrictive than those set forth in this national policy

	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 credit card: signed receipt check: photo of front and back of check
Business/Entertainment Meals	>=\$75		>=\$75	
Airfare/Car Rental	>=\$75		>=\$75	
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

5.3 Meals and Food

5.3.1 Travel Meals or Food Expenses with Overnight Stay. In accordance with IRS rules, for an employee to be eligible for meal reimbursement, they must be traveling on KP business with an

overnight stay away from the employee's primary work location. If this requirement is met, actual and reasonable meal expenses, not to exceed the daily limit of \$120, including tax and tip, are reimbursed.

5.3.2 Group Business Meals with Other Employees. When multiple employees are present at a business meal, the maximum amount reimbursed per person is \$20 for breakfast, \$30 for lunch, and \$70 for dinner per day. These amounts include the cost of meals, beverages, tax, and tip. The most senior-level employees present pays the bill. A list of the individuals present at the meal is required.

5.4 General Travel

5.4.1 Travel Justification and Approval. A valid business need is required for all business travel. The employees and managers are expected to consider the necessity, cost, and benefits of travel against less expensive alternatives.

5.4.2 Travel Reservations. Air, hotel, and rail reservations must be booked via the available tools in the National Travel & Meeting Services (NTMS) [Welcome to Kaiser Permanente's National Travel Site!](#) using preferred vendors. Choosing the lowest available cost option is the primary consideration when booking travel regardless of an employee's frequent flyer status, membership rewards programs, or other frequent traveler programs. When applicable, physicians may also utilize any conference-provided room rate discounts.

5.5 Air Travel

5.5.1 Air Travel. Air travel is restricted to commercial aircraft, only.

5.5.2 Lowest Logical Airfare. The "lowest logical airfare" is the least expensive nonstop or single-connect Coach/Economy Class fare for a flight from one location to another.

5.6 Lodging

5.6.1 Lodging. The employee is expected to be reasonable and flexible, and to choose the most economical option when selecting a hotel. Obtaining the lowest available rate is the primary consideration when booking a hotel, regardless of the employee's membership in rewards programs or personal point status. The lowest available rate considerations do not require employees to share rooms.