



Provider Reimbursement

Important Information:

Please submit this expense report with a copy of the receipts that are reimbursable under the terms of the provider agreement. Please use a separate form for each client. Please submit all expenses 30 days from the date the expense is incurred.

Expense reports can either be faxed to (888) 607-1779 or emailed to directly to your consultant.

Provider's Name: _____ Date: _____

Client Name: _____ Facility Name: _____

Out of Town Travel Expenses			Mileage Reimbursement	
Expense:	Date:	Amount:	Date:	Total Daily Mileage:
Total Out of Town Expenses:			Total Miles:	
			Total Mileage Reimbursement	per mile):

Provider Signature: _____ Date: _____

Toll Free: (888) 837-3172 Fax to: (888) 607-1779

Physician Reimbursement Policy	Issued by: Hayes Locums
	Effective: 01/01/2016

Reimbursable Items

Airfare:
Not to include any upgrades, such as seat selections, first class, etc. Baggage expenses and airport parking are also reimbursable. Proper documentation is required for all reimbursable expenses.

Hotel:
Not to include any incidentals, such as: snacks, beverages, room service, internet, movies, dry cleaning, etc. Hotel parking is reimbursable to the physician. Proper documentation is required for all reimbursable expenses.

Car Rental:
Not to include any additional incidentals, such as: XM radio, GPS, roadside assistance, vehicle upgrades etc. It is Hayes Locums policy to ensure each physician has proper insurance coverage, Hayes Locums should make all vehicle reservations. It is the responsibility of the physician to re fuel the rental before returning it. Proper documentation is required for all reimbursable expenses.

Mileage Reimbursement:
If the physician drives their own car to an assignment, they are eligible for a reimbursement for the miles driven to and from the assignment.

If the physician drives themselves to and from the airport they are eligible for a reimbursement for the miles driven from their residential address.

An application like Google Maps should be used to calculate actual miles traveled. The mileage reimbursement rate will be adjusted annually to coincide with the IRS published rate.

Toll reimbursement while on assignment is a reimbursable expense given the documentation for the incurred charges. Fuel reimbursement is not eligible when the mileage reimbursement applies.

Fuel Reimbursement:
If the physician uses a rental car when going to an assignment, they are eligible for a fuel reimbursement. Proper documentation is required for all reimbursable expenses

Taxi Reimbursement:
If the physician uses a taxi when going to an assignment, they are eligible for a reimbursement to and from the airport from their residential address, airport to facility and facility to hotel. Proper documentation is required for all reimbursable expenses.

Other:
For any additional requests regarding reimbursements other than the listed above, please ask your consultant.