

## Locum Connections Provider Reimbursement Policy

In order to ensure that your payroll is processed without delay, all expenses **must** be submitted on the Expense Reimbursement Form along with your timesheet. All timesheets and expense reimbursement forms that are received after the deadline will be processed the following pay period. Request for reimbursement must be submitted within 15 days of the assignment ending or at minimum once a month for long-term assignments. Keep your receipts for any expenses you incur, as receipts are required and must be submitted with your timesheet to be reimbursed. All expenses **must** be approved by Locum Connections in advance – unapproved expenses will not be paid. Provider is solely liable and responsible for any additional expenses incurred outside of agreement or due to changes in flight times or other travel arrangements. If the client has agreed to any exceptions beyond this policy, your representative will confirm and document the arranged approvals in your Assignment Confirmation Letter (ACL). Any expenses not pre-approved by Locum Connections may be refused.

### Reimbursable Expenses

The following items are covered as reimbursed expenses

- **Transportation**

Baggage Fees, coach airfare, fuel for rental vehicle or mileage for use of personal vehicle (at IRS tax rate), rental vehicle, taxi, and tolls

- **Car Rental**

Rentals vehicles will be arranged by Locum Connections via Travel Department and all payment is set up direct bill (Rentals not arranged through Locum Connections will not be directly billed and will not include Locum Connections' insurance). Please remember to always re-fuel rental vehicles prior to returning

- **Lodging**

All lodging, hotel and housing will be arranged by Locum Connections, and all payment is set up direct bill with our Travel Department

- **Airfare**

All airfare will be arranged by Locum Connections via Travel Department, and all payment is set up direct bill

- **Parking**

Airport / Hotel

### Non Reimbursable Expenses

The following items are not covered and shall not be the responsibility of Locum Connections

- **Airline:** Any change fees, upgrades, lost tickets, family or spouse travel
- **Hotel:** Any meals, phone, internet access, video / movies, or upgrades
- **License:** Medical License and DEA must be pre-approved and have documented evidence for reimbursement
- **Personal:** Including but not limited to: Cleaning or Damages, Cell Phone Charges, Internet Access, Pets, Dry Cleaning
- **Rental Car:** Any car package upgrades, GPS service, satellite radio

**I have read and understand the above policy regarding provider reimbursement and shall adhere to the terms of this agreement.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date