



Employee Expense Reimbursement Policy

All reimbursements will be paid in accordance with your employment agreement.
Please refer to your agreement for details as to what is allowed.

- Submit the expense report and receipts through Concur Click this link to access Concur <https://www.concursolutions.com>
- **Detailed receipts** are required – vendor name, date of purchase, what was purchased, purchase cost of each item, total amount paid and proof of payment.
- Please note, if you are eligible for mileage, it will be reimbursed at the current IRS rate. The form submitted will be adjusted accordingly as the rate changes. A log must be attached as a receipt to include: Date, To-From, Purpose and Total Miles.
- Use only the **actual receipt dates** printed on the receipt for the **Expense Report** and **Individual Expenses**. Using other dates may cause a delay in reimbursement.

Reimbursement of New Hire Expenses and PDA (Professional Development Allowance)

Note: Furniture and Clothing are not reimbursable expenses.

Eligible PDA Expenses	Eligible NEW HIRE Expenses
ASHA Or AOTA Dues	Background Checks
State Licenses	CPR
Assessment Materials	Fax Related Costs
Books Used During Therapy	Fingerprints
CD's - Music Therapy	Live Scan
Computers And Tablets -i.e., iPad or Therapy Related Apps	Mail Cost
Construction Paper	Notary Fees
Continuing Education Units	TB Skin Test

Headphones
Hue Cams
Laptops
Manipulatives
Manuals
Microphone
Monitor Stand
Office Supplies, I.E. Pen, Markers, Paper
Ot-Related Manipulatives
Printer, Printer Ink and Printer Paper
Professional Organization Dues (For All Disciplines We Employ)
Protocols
Related Toys
Related Workbooks
Stimulus
Teaching Materials
Teaching Apps and Subscriptions
Therapy Materials
Therapy Sets
Travel And Lodging Costs - Attend A Live CEU Event
Web Cams
Worksheets For Caseload Management

Note: Reimbursements for other items not on this list will be addressed on a case-by-case basis and should be approved in advance by your manager. Furniture and Clothing are not reimbursable expenses.