

Provider Expense Report



Important Information:

Please submit this expense report with a copy of the receipts that are reimbursable under the terms of your provider agreement. Please use a separate form for each client. All expenses must be submitted no later than 30 days from the date the expense occurred to be reimbursed.

Email this form directly to your Recruiter with your timesheet. If you don't have access to a scanner, please use "Cam Scanner" App on your Smart Phone as pictures of forms do not print clearly.

Provider Name:

Specialty:

Facility Name:

City & State:

Out of Town Expenses

Expense	Date	Amount

Mileage Reimbursement (Personal Car)

Date	Total Mileage Daily

Total Out of Town Expenses:

Total Miles:

Total Mileage Reimbursement:

(IRS Maximum: \$0.62.5/mile)

Notes:

Provider Reimbursement Policy

Effective: 01/01/2022

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 Locums Choice policy to ensure each physician has proper insurance coverage, Locums Choice should make all vehicle reservations. It is the responsibility of the provider to re fuel the rental before returning it. Proper documentation is required for all reimbursable expenses.

Mileage Reimbursement:

If Provider drives his/her own car to an assignment, they are eligible for reimbursement for the miles driven to and from the assignment.

If the Provider 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 Provider 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 Provider 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 recruiter.