

## Expense Report Rules & Regulations

1. Expense report form must be filled out legibly and include name, address and phone number.
2. Proof of payment is required for all requests, except mileage, and mailed to  
Attention: Karen Holthaus  
8150 Corporate Park Drive Suite #300  
Cincinnati, Ohio 45242  
(Reimbursements will be denied without proof of payment and signature).
3. **Examples of Proof of Payment:**
  - a. Original receipt
  - b. Original money order receipt
  - c. A copy of an on-line receipt
  - d. A copy of the front and back of a cancelled check,
  - e. A copy of the money order
  - f. A copy of a credit card statement with all of the personal information blacked out,
  - g. A copy of a complete utility invoice/bill.

**\*The IRS requests** this information to be provided in order to receive any amount of monies owed that was prearranged in your contract.
4. Expense report form should be submitted in a timely manner, within a month of completion of a contract time period.
5. If applicable **Mileage Reimbursement** is defined as the actual mileage driven for one (1) roundtrip for the assignment or contract period.  
**\*Roundtrip** is defined as: miles driven in one car, to the assignment hospital or temporary residence, from the home address or temporary residence from the pervious assignment, one (1) time per contract period.
6. When submitting for mileage reimbursement, it is a requirement to include **dates of travel**, beginning and ending odometer readings, & to and from destination.  
**\*The IRS requests** this information to be provided in order to receive any amount of mileage prearranged in your contract.

**Please allow 2 weeks to receive any reimbursements.**

### EXAMPLES

#### REIMBURSABLE EXPENSES

Mileage (as defined in the contract)  
Fees  
New Licensure (for use on an assignment)  
Licensure verification  
Fingerprints-FBI processing cards only  
(The act of "rolling your prints" onto the card  
At a local highway patrol/police station are  
Not included)

### EXAMPLES

#### NON-REIMBURSABLE EXPENSES

Postage/Fed-Ex fees	Money Order
Phone/Fax fees	Car Rental
Meals	Gifts
License renewal	Hotels
Notary	Scrubs
Passport photos	Taxi Cabs
Transcript Fees	Parking Fees
Drug Screens	
Certifications (ACLS, BLS, etc.)	
Daily Mileage from housing to hospital	
Bus/Train Fare	
Other Personal Items	

**Note: On Assignment reserves the right to deny any reimbursement that has not been stipulated into a nurse's contract.**