

CORONAVIRUS DISEASE 2019 (COVID-19)

Modification of Business Expense Reimbursement Procedure



Audience: All Colleagues

Revision Date: 3/19/2020

Version: Version #1

We appreciate your support as we work Together to ensure the safety of our patients, and community at large

Current Reimbursement Approval and Submission Procedure

The Trinity Health travel and other business expense reimbursement procedure requires:

- Original receipts: the procedure requires the colleague's direct manager to be responsible for ensuring the expense reimbursement request contains all original or e-receipts.
- Signatures: provided by the colleague and his/her immediate manager. In the event the immediate manager is not available, a delegated manager at least as senior as the immediate manager may approve the expense report. Support staff may not sign on behalf of their managers, under any circumstances

Modified Reimbursement Approval and Submission Procedure

To accommodate the need for social distancing due to COVID19, the procedure is temporarily modified as follows:

- Original or scanned receipts are now allowed. It is the responsibility of the colleague's direct manager to ensure expenses are submitted only once for reimbursement.
- Signature: once the colleague signs the expense report as required, the report and documentation may be scanned and sent via email to his/her immediate manager for review and approval.
- Manager can review either the original or the electronic version of the expense report and supporting documentation. If approving electronically, the manager is responsible to then forward the reviewed electronic version to his/her payroll team. The cover email should indicate, "I have reviewed the attached expense report and supporting documentation and approve the amount of \$___ for payment."
- In the event the immediate manager is not available, a delegated manager at least as senior as the immediate manager may review and electronically approve the expense report and forward to payroll. Support staff may not review and forward on behalf of their managers, under any circumstances.