

**DEPARTMENT OF EMERGENCY MEDICINE  
REIMBURSEMENT/TRAVEL  
FAQs**

**Continuing Medical Education (CME)**

**1. What is CME is used for?**

CME funds are available for the purpose of professional development, and to assist you in completing licensing requirements. CME expenses can be used for **Travel** and **Purchases** (books, periodicals, subscriptions, membership dues, license renewals, professional fees, software); no computers or hardware devices. For unusual or questionable requests please contact the Finance Manager directly. The (Travel/Purchase) Request Approval Form must be submitted prior to using CME funds.

**2. How do I find out CME balances and Smartkeys?**

Contact the Finance Manager Directly.

**3. What is the time period for CME (from when to when)?**

CME is awarded for each fiscal year (September 1 to August 31). The last date to submit CME expenses to the department is **August 15<sup>th</sup>** (to allow time for processing and approvals. ***Expenses submitted after August 31<sup>th</sup> will not be reimbursed and cannot be charged to the next year CME allocation.***

**4. After resignation/termination can CME still be used?**

CME expenses must occur before formal notice of termination is provided (including the purchase of airline tickets and conference registrations).

**5. Is CME prorated based on hire date?**

Yes. The CME awards amounts provided by the Finance Manager will include any necessary adjustments.

**Request/Travel Approval Form (RAF)**

**6. How many days can a traveler claim if they go to an event ahead of time, or stay longer?**

Travelers can be reimbursed for one extra day before and after the actual event.

**7. Is the Request/Travel Approval Form (RAF) required?**

RAFs are required for all travel being funded from a department account (CME, Development, Discretionary, etc.). Forms should be completed and approved prior to travel.

**8. What if RAF was NOT completed prior to travel?**

Reimbursement will not be processed or approved until form is completed. Approval will be at the discretion of the Chair or designated approver. Reimbursement may also be denied if prior approval was not obtained.

**9. How many bags are allowed for reimbursement?**

One baggage claim fee will be reimbursed for travel of one week or less.

## **Reimbursement**

### **10. Can traveler request per diem for meals?**

Per Diem is **NOT** allowable for Domestic travel. Per Diem may only be employed for International business travel.

### **11. What is the maximum meal reimbursement allowable?**

\$75/day with itemized receipts

### **12. What if itemized meal receipts are lost/unavailable.**

The maximum amount for meal reimbursements without itemized receipts is \$50/day.

### **13. Can alcohol purchases be reimbursed?**

The purchase of alcohol is **NOT** allowed. Alcohol expenses are only reimbursable for recruitment meals and preauthorized events/functions (documentation required).

### **14. How are receipts with multiple diners reimbursed?**

The traveler should identify items that they consumed. Otherwise, the entire total can be divided by the number of diners. The name of the attendees should be included on the receipt.

### **15. How are shared hotel accommodations reimbursed?**

The individual that actually pays for the room will be reimbursed.

### **16. Can I be reimbursed for lodging if I stay with a friend or relative (and provide them with cash for the hospitality)?**

There is NO reimbursement for staying at private residences.

### **17. Are suites and upgrades to hotel accommodations allowable?**

Suites and room upgrades are **NOT** reimbursable.

### **18. If I rented a car with my spouse's credit card, can I be reimbursed?**

For reimbursement you have to be listed as a driver on the rental agreement. If the credit belongs to someone other than the employee or their spouse, no reimbursement will be granted. A brief explanation for the need of a rental car should be submitted with the reimbursement documentation.

### **19. Are fees for flight change reimbursable?**

Flight change fees are **NOT** reimbursable unless preauthorized by the owner of account being charged (i.e. PI for grant, Administrator/Chair for CME and Development)

## **Reimbursement**

### **20. Can I get reimbursed for purchases made with my personal funds?**

Yes. You can be reimbursed for "allowable" expenses (refer to helpful links below). You are required to obtain prior approval for all purchases that are not directly related to previously approved travel.

### **21. How soon do I have to submit my receipts for reimbursement?**

Receipts should be submitted immediately after an expense has been incurred or travel has been completed. All completed reimbursement expenses (Hotel, Meals, etc.) must be accompanied by an itemized receipt. For expenses made using a personal card, a

copy of the **completed** transaction or the credit/bank statement showing your **Full Name** must accompany the receipt.

The University requires that all reimbursements be completed within **10 days** of the expense (including completion of the approval workflow). **Corporate card holders are frequently charged late fees if this timeline is not followed—and all late fees are the responsibility of the card holder.**

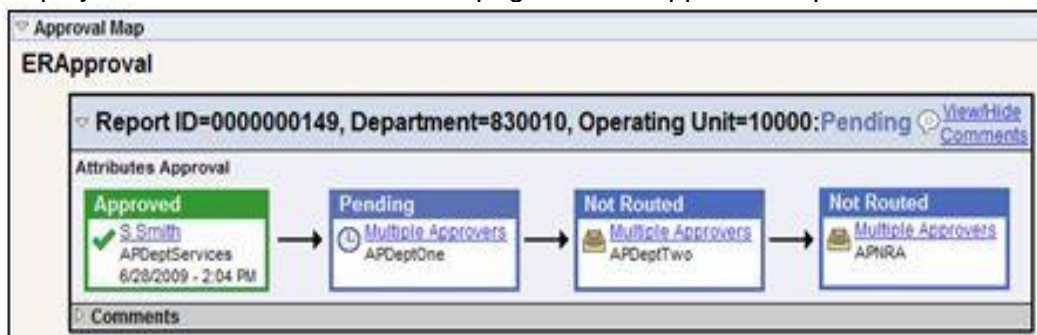
**22. How long will it take for the Department to review/approve my requisition?**

Requisitions will be reviewed by Department Approvers within 5 business days of submission.

**23. How can I view the status of an expense report (reimbursement request)?**

*Main Menu > Employee Self-Service > Travel and Expense Center > Expense Report > View: Enter the Report ID, EmplID, or Name > Click the Search Button*

The Search Results will appear as a list containing the report status (Paid, Pending, and Denied). For additional detail click on an item and the Expense Report Detail page displays. Scroll to the bottom of the page to view Approval Map



**HELPFUL LINKS:**

**Emory University Travel Policy**

<http://policies.emory.edu/>

**Emory University Non-Reimbursable and Unallowable Charges (Business Expenses)**

<http://policies.emory.edu/2.107>

**Emory University Non-reimbursable or Payable Items (Travel Expenses)**

<http://policies.emory.edu/2.104>