

MOUNT SINAI EMPLOYEE REIMBURSEMENT FINANCIAL POLICIES & PROCEDURES USER GUIDE

PURPOSE

The purpose of this section is to explain the Mount Sinai Health System Employee Reimbursement policies and procedures. All Employee Reimbursement requests must be processed online via Sinai Central. The guidelines provided herein establish when an Employee Reimbursement form should be used versus a Check Request and/or Purchase Order or a Petty Cash Voucher and how employees should document their requests for Employee Reimbursement.

This policy applies to all employees of the Mount Sinai Health System. It is the responsibility of the Department Heads/Administrators overseeing their respective budgets to ensure that all employees are apprised of this policy.

The Employee Reimbursement Process allows employees to submit their requests online and receive their reimbursement in their paycheck. (Note: The reimbursement is not taxed). This enhancement is for all Weekly, Biweekly & Monthly employees.

All reimbursement transactions should be submitted within a reasonable period of time after the expense has been incurred. The Mount Sinai Health System has determined a reasonable period of time to be within six months of the incurred expense.

Standard Turnaround Time: The standard turnaround time for processing an Employee Reimbursement is two weeks with all required backup documentation. Payment will be on the applicable payroll cycle thereafter. Status can be checked once logged into Sinai Central under Employee Self Service menu > Payroll Online.

USE EMPLOYEE REIMBURSEMENT FOR:

1) Local/Regional transportation (< 75 mile radius)

- A) Original receipts required for Out-of-Pocket expense reimbursement for Local/Regional transportation expenses
 - i. Meal receipts for dinner, etc. with invited colleagues or associates for institutional reasons must be itemized and include a business purpose explanation.
 - ii. Mileage for use of personal vehicle should be recorded on the appropriate expense form and/or on a separate piece of paper attached to the online employee reimbursement form. The Standard Mileage Rate as posted on the IRS website should be used to calculate the total reimbursement amount per business mile driven for the tax year the travel was incurred. Fuel costs and expenses are included in this mileage rate. **Traffic violations and the like are not reimbursable, while tolls and parking fees are reimbursable.**
- B) The traveler must itemize and explain each undocumented expense in the comments field of the online form. The explanation must include when, where and why the expense was incurred and the reason why documentation is missing.

2) Reimbursements for Supplies, Books, Membership Dues, Subscriptions, Registration Fees, Reprints

- A) Out of pocket expense reimbursements must be itemized original receipts with payee name and method of payment on it (if payee name is not present, please provide a copy of credit card statement with associated charge and payee name present) or a copy of the processed

check (front and back). A detailed explanation of all undocumented reimbursements must be approved by Department Chairman or Department Administrator prior to submission.

B) A check request and purchase order is **NOT** required

3) Reimbursement of Employee Personal Cell Phone Usage

A) A maximum monthly reimbursement limit of \$45 is allowed with Department Administrator approval. Proof of payment must be provided. All original itemized receipts with payee name, copy of cancelled check (front and back) or copy of credit card statement with payee name is required.

B) Please contact the Mount Sinai Telecommunications Department for further information on company-supplied cellular phones/plans.

4) Tuition Reimbursement

A) Tuition Reimbursement up to \$2400 per calendar year must be submitted to the Department of Training and Education Box 1270 attn: Alisa Morales.

B) Any additional tuition reimbursement over \$2400, please submit on Employee Reimbursement and provide the following documentation:

1. The Tuition Questionnaire (enclosed below).
2. A copy of paid tuition bill with payee name on it and method of payment
3. A copy of the cancelled check (front and back) or a copy of credit card statement with the payee name present.

DO NOT USE EMPLOYEE REIMBURSEMENT FOR:

- **Domestic/Foreign Travel (> 75 mile radius)**
 - Use Travel Request/Voucher
- **Salary, Awards, Stipends and Other Related Professional Services**
 - Payroll Services Department
- **Subject Fees/Study Participants**
 - Use Check Request: Study Participation
 - Use Petty Cash: Study Participant's Local Travel and Meals Reimbursement up to \$25.

UNALLOWABLE EXPENSES:

1) **Gift Card** reimbursement is not allowed and will **not** be reimbursed. Gift cards can be purchased via Purchasing approved vendors and paid on the PO & Invoice process. Please visit MSHS Supply Chain website for more details:

<http://intranet1.mountsinai.org/SupplyChain/home.asp>

Gift cards given to employees of the Mount Sinai Health System must be reported to Payroll Services and reported on form W2. Celebratory events and gifts including gift cards to honor an individual for personal reasons other than sympathy (e.g., wedding, baby shower, housewarming, etc.) will **not** be reimbursed. Please contact your department administrator for further information.

Clinical Trials:

Employees should always utilize Purchasing's approved vendors; however, in the event that a company will not accept a purchase order for a gift being purchased to issue to recipients participating in a Clinical Trial, a gift card may be reimbursable. Pre-approval is required from the Associate Director Finance, Clinical Trials Unit and the Manager of Accounts Payable. The supporting documentation required for the reimbursement will be as follows, no exceptions:

1. A short memo explaining how personal funds are being used to purchase gift cards because the company doesn't accept purchase orders
2. A listing of the subjects (no names) who received the gift cards - the subject ID number, date received and the amount
3. Itemized original receipt(s) with payee name and method of payment on it (if payee name is not present, please provide a copy of credit card statement with associated charge and payee name present) or a copy of the processed check (front and back). A detailed explanation of all undocumented reimbursements must be approved by Department Chairman or Department Administrator prior to submission.

If any gift card is excess of \$600, a form 1099-MISC is required. Please coordinate with the Accounts Payable Manager.

2) Donations.

3) Capital Equipment.

- 4) Pharmaceutical and medical device** items must be purchased through the normal Medical Center procurement process through your respective purchasing department representative. Procurement of these items using a personal credit card is unallowable and will not be reimbursed. This policy is to be followed without exception.

ONLINE EMPLOYEE REIMBURSEMENT PROCESS:

- Please click the following link to view instructions on completing an online employee reimbursement request:

http://sinaiknowledge.mssm.edu/sinai_central/finance_applications/transactions/employee-reimbursement

PLEASE NOTE: Mount Sinai is a Tax Exempt organization. Sales and Use Tax will not be reimbursed. Please contact your administrator for further details.



TUITION QUESTIONNAIRE

Dear sir or Madame;

In order to comply with IRS regulations regarding educational assistance, and withhold taxes where appropriate, please complete the questionnaire below. Once completed, either attach electronically to the applicable employee reimbursement or print a copy of the employee reimbursement and completed questionnaire and return to Accounts Payable Box 1662. The reimbursement will be processed based on your responses to the below questionnaire. It is imperative that all questions be answered accurately as they could have a financial impact on The Mount Sinai Hospital during an IRS audit.

What are the employee's current primary job duties?

Describe how the education supports the employee's current primary job duties. If not applicable, indicate N/A.

Is the education necessary in qualifying the employee to perform his/her current job duties?

Is the education necessary in the employee qualifying her/him for different primary job duties (e.g. a promotion or transfer)?

What are the employee's anticipated primary job duties at the conclusion of this educational program and for the foreseeable future?