

# Expense & Travel Reimbursement Policy & Instructions for Hospital Employees

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Review the [WellHaven Pet Health Travel and Expense Policy](#) 

## Deadline to Submit for Reimbursement After Expense Incurs

The IRS, stated in Treasury Regulation Section 1.62-2(g), requires expense reimbursements to be submitted **no later than 60 days past the expense being incurred**. To ensure timely reimbursement, WellHaven encourages expenses to be submitted within 30 days of the expense being incurred.

## Reimbursement Time Frames:

- Requests submitted & approved by the 15<sup>th</sup> of each month are processed for the following check date of the 25<sup>th</sup>.
- Requests submitted & approved from the 16<sup>th</sup> to the end of the month are processed for the following check date of the 10<sup>th</sup>.


## Quicklinks for all Employees

- Job aid: [Show Me How to Add Expenses](#) 

Paycom login required for the following...

- Paycom [Add and Manage My Expenses](#)
- How-To's in [Paycom Learning](#) (open link and type "Expense" in the search box)
  - Expenses 101 for Employees
  - Employee Self-Service: Add Expenses

## Quicklinks for Hospital Leaders

- Job aid: [Show Me How to Approve or Deny Expenses](#) 
- If you are a hospital leader and need additional assistance, please email Payroll.
  - [payroll@wellhaven.com](mailto:payroll@wellhaven.com)

## How Reimbursements Display on Pay Stubs:

Expense Reimbursements are added to your paycheck as a negative deduction. These deductions increase net Pay but have no effect on your earnings. Each reimbursement category has its own deduction code, so you may have more than one item listed for each reimbursement request:

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