

ARS Advanced Practice Providers (APP) and RN Clinical Providers

The Accounting department will review and process ARS APP business expenses for reimbursement within 14 days of receipt and verification of appropriateness. **All reimbursement is subject to validity based on the IRS guidelines.**

Continuing Medical Education (CME)

- APP approved CME and dues/membership expenses will be reimbursed up to an annual allowance of \$2,500, but not beyond that. The annual allowance will be pro-rated for anyone who joins the practice on a date other than January 1st as well as for part time employees.
- DEXA training is paid for by the corporation and is not part of the annual CME allowance, per MAHC meeting minutes dated June 19, 2013.
- Mandatory training required to maintain licensure, such as implicit bias training, is paid for by the corporation and is not part of the annual CME allowance.

Examples of **allowable** CME business expense for ARS APPs include:

- Conference registration fees
- Airfare to conference destination
- Hotel charges (including 1 day before the conference begins and 1 day after the conference ends, if necessary to accommodate travel needs)
- Transfers to/from airport, including taxi, shuttle, Uber, etc.
- Travel – rental car, parking fees, and mileage (at the IRS established rate) if APP drives to the airport or to the conference destination
- Meals – meals can be reimbursed either with actual receipts or by requesting a per diem allowance be used. APP must state preferred method on the expense reimbursement form. If nothing is specified, the IRS allowable per diem rate will be used.
Important: If APP elects to be reimbursed from actual receipts, an itemized receipt must be submitted with the names of the attendees.
- Tips – a reasonable tip amount will be allowed for hotel, taxi/shuttle/Uber, and meals
- CME subscriptions which provide the APP with education credits

Examples of **disallowed** CME expenses:

- Non-employee expenses (spouse, significant other, children)
- Movies purchased during hotel stay
- Poolside expenses
- Excursion fees
- Extended length of stay (2 or more days before/after conference is scheduled to begin or end)
- Non-business related meals or bar tabs
- Luxury car rentals

CME involving a Cruise or All-Inclusive Resort

If you elect to participate in a CME conference that involves taking a cruise, please be advised that the following criteria **MUST** be met for the trip to be considered an IRS allowable business expense:

- The conference is directly related to your trade or business
- The cruise ship is a vessel registered in the United States
- All of the cruise ship's ports of call are in the United States or in possessions of the United States
- You submit a written statement signed by you that includes the total days of the trip (not including the days of transportation to and from the cruise ship port), the number of hours each day you devoted to scheduled business activities and a program of the scheduled business activities of the meeting
- You must also submit a written statement signed by an officer of the organization or group sponsoring the meeting that includes a schedule of the business activities of each day of the meeting and the number of hours you attended the scheduled business activities

The IRS limits reimbursement to \$2,000

CME at All-Inclusive Resorts are no longer allowed.

Uniform Allowance

Annual uniform allowance is provided to APPs, RNs, Medical Assistants, and ADI Center Rd Clinical Staff.

- ARS provides an annual allowance of \$300 to be used for the purchase of scrubs, lab coats and jackets, including embroidery charges.
- ARS pays for laundering of lab coats.
- IR APPs may use scrub allowance for lead items, up to 2x annual allotment. All lead reimbursement requests must be sent to STARS Quality Director for review.