Reimbursement Process for USN Clinicians

1. Gather the receipt(s) you are requesting reimbursement for.
2. Go to the go page for your job action
    a. Select the type of reimbursement you are submitting
        - Luggage, Mileage and License do not need to be submitted
    b. If you are submitting a receipt for Uber/Lyft/Public Transportation or for Parking please be sure to include all details in the form and be sure your receipt includes all of the same details (address, date, name, amount)
3. Upload your receipt to the form
    a. Please submit one file only per form submission.
    b. If you have multiple files/transactions, **submit a new form for each**.
4. If your reimbursement is approved, payment will be issued on the final payroll.
    a. Earn codes:
        - XCT – Strike Uber
        - XPG – Strike Parking

Please note the following items are not eligible for reimbursement: transportation from home to airport or vice versa, meals, Ubers that have not been approved by USN team on-site, luggage or mileage (automatic reimbursement), airfare for upgrades, airfare for a cancelled or delayed flight.

This process is not for license reimbursement requests. Please follow the communication for license reimbursements or reach out to USNLicensing@usnursing.com for additional information.

Note: all reimbursements are reviewed and approved by a team outside of payroll, payroll does not have the authority to approve or deny reimbursements. If a reimbursement is denied, details will be provided as to why.

Note: *Reimbursements are in the Deductions, Adjustments section of your stub with a (+) to show it was paid.*

If you have additional questions, please feel free to reach out to the payroll team by phone at 800-726-8773 Option 3 or by email at USNPayroll@usnursing.com.

Internal Use Only - Not for external distribution.