

Reimbursement Process for USN Clinicians

1. Gather the receipt(s) you are requesting reimbursement for.
2. Complete the [Reimbursement Form](#)
 - a. Download the Adobe pdf from the link and then complete it.
 - b. Please ensure the information on the form is accurate, the amount on the form needs to match each receipt total.
 - c. Enter your address for mailed check if needed.
3. Submit your Reimbursement requests - Once you have gathered your receipts and completed the form, please send them to USNReimbursements@usnursing.com.
 - a. Your request should be submitted **no later than seven days after the last day of strike**.
 - b. Any reimbursement request received after that time will be processed in 4-6 weeks.

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.

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

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.

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.

SOP Revision History

Date	Revision Description	Revised By
11.1.2024	Initial Version	Alex Reddersen