Staffing Solutions Organization – Public Health Corps Fellowship Expense Reimbursement Policy

Policy as of 7/30/2024

Purpose

The purpose of this policy is to outline the procedures for reimbursing expenses (i.e mileage) incurred while performing routine travel duties related to their fellowship appointment with the New York State Public Health Corps program by way of employment through Staffing Solutions Organization.

Eligibility

Fellows are eligible for expense reimbursement if routine travel is identified as part of their fellowship appointment and duties.

Eligible Expenses

Mileage is reimbursed at the standard mileage rate ($0.655 cents per mile) for routine work-related travel only.

1. Routine travel is defined as travel which is required for Fellows to perform the essential duties of their job and covers:
    a. Mileage
    b. Tolls
    c. Parking
2. Reimbursement is only available for mileage driven in a personal vehicle.
3. All travel for work purposes must be approved by your direct supervisor before the travel taking place.

Non-Eligible Expenses

The following expenses are not eligible for routine travel reimbursement:

1. Travel for a regular commute to your primary work location/host organization.
2. Parking expenses at the host organization.
3. Other non-routine travel and expenses, including:
    a. In-state and out-of-state conferences
    b. In-person trainings with a registration or held out of state
    c. NYSPHC Summit
    d. Hotel expenses
    e. Meals
    f. Other transportation (car rental, train, airfare, rideshare, etc.)
        i. Non-Routine travel requests are to be submitted to NYSPHC for prior approval; *approval is not guaranteed.*

Expense Reimbursement Process

Certify

All mileage reimbursement requests will be processed through SSO's expense reimbursement platform called Certify:

1. Certify automatically calculates the preferred route that you will be reimbursed for, there is no need to use a specific GPS system.
    a. Certify uses Google Maps to calculate travel distance used for your mileage reimbursement.
    b. Your use of Certify for expense reimbursement from SSO acknowledges that you agree to accept the mileage calculated in the Certify Platform.
2. Certify will require the addresses of your point of departure and point of arrival for each trip. Multiple trips from multiple dates may be included in one submission.
3. Reimbursement requests should be submitted on or before the last day of each month.
4. Fellows who are taking time off towards the end of any given month should submit a report of all of their expenses on the last workday of that month.

Process

1. All mileage reimbursement requests must include a reason on each expense line in this required format:
    a. Name of the point of departure
    b. Name of the point of arrival
    c. Work tasks completed during travel
    d. Name of Supervisor or LHD point of contact who authorized travel
2. Failure to include the above information in each mileage reimbursement submission will result in the rejection of your expense reimbursement request. Reimbursements request will be sent back to you through Certify system.
3. After the request is submitted in Certify, the PCG project team will approve or reject the request. Once approved, SSO HR will receive the request and mileage reimbursement will be included in an employee's biweekly paycheck.
4. Each month, mileage reimbursement expenses will be sent to site supervisors along with timesheets for review and approval.
    a. If there are any discrepancies or supervisory rejection of travel expenses, SSO HR will assist in investigating the discrepancies.
    b. All employees are required to keep a running log of all authorized travel with your site supervisor so you both can refer back to this at any time.
5. Employees should submit mileage reimbursement requests trips either bi-weekly, or monthly for all qualifying travel.
    a. Fellows should not submit requests daily or weekly- this is to assist with cutting down on the volume of approval requests coming in as well as to limit the number of reimbursements requests Fellows need to submit.

    b. Multiple expense lines from multiple dates can be submitted in one report, please seek assistance if you are not familiar with this functionality.

New Hires/New Users Submitting the First Request

1. All fellows with a travel designation on their fellowship plan will receive certify access after onboarding.
2. Once you set up your account in Certify, you will be able to submit expense reimbursement requests for mileage.
3. Employees should submit mileage reimbursement requests trips either bi-weekly, or monthly for all qualifying travel.

Questions/Inquiries

For any questions or inquiries related to mileage reimbursement and certify, please contact Keaton Prashaw (kprashaw@pcgus.com) or your PCG Project Team point of contact:

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