



BAYADA Awards Weekend—June 3, 2017
Philadelphia, PA

Awards Weekend Reimbursable Expenses

TO: All Directors and Attendees

FROM: George Garbin (AHA)

DATE: May 18, 2017

REIMBURSABLE EXPENSES

Reimbursement Procedure

- Employees should submit their Awards Weekend 2017 expenses online through [Time and Expenses](#).
- The project code for employees to enter their Awards Weekend 2017 expenses is [\[xxxx-P00155\] Awards Weekend 2017](#).
- Once the expenses have been entered and approved by your director, please run the “My Expense Detail” report by clicking on the **Reports** tab in the top navigation, selecting **Standard Reports**, select **My Expense Detail** and click **Run Report**. Please print and attach your receipts and submit to accounting. Remember to always make complete copies for your records.
- For questions about how to submit expenses online through Time and Expenses, please refer to Tom Sibson’s “All Directors Weekly Update” on 5/24/2017: [Entering Expenses: A Quick Reference Guide in Preparation for Awards Weekend](#).

Reimbursable Expenses

Airfare: Expense code – Airfare

BAYADA Home Health Care will reimburse employees the cost of one round-trip ticket to Philadelphia, PA.

Baggage Expense: Expense code – Awards Weekend Baggage

BAYADA Home Health Care will reimburse employees for the cost of one checked bag on both the outbound and return flight.

Ground Transportation: Expense code - Cabs, Buses, Limos or Rental Car

Shuttle services, taxis, trains and rental cars used for transportation between the airports and the hotels should be charged in this manner.

Driving: Expense code – Mileage

If an employee drives, they are reimbursed a flat rate for mileage, currently \$0.45 per mile, and also for tolls. Receipts are not required for either.

Parking: Expense code – Parking

BAYADA Home Health Care will reimburse employees for the cost of the self-park option at each hotel. Parking at the outbound airport will be reimbursed.

Food Expense: Expense code - Meals-Breakfast, Meals-Lunch, Meals-Dinner

BAYADA Home Health Care will provide \$75 *FREE Time to Dine* dinner money for Saturday 6/3/17. No dinner reimbursements should be submitted by anyone attending Awards Weekend for 6/3/17. BAYADA Home Health Care will reimburse employees for meals necessitated by extended travel to and from Awards Weekend 2017 and not provided. Receipts are not required. Employees will receive \$7 for breakfast, \$10 for lunch, and \$23 for dinner.

Who can assist?

If you have any questions regarding **Awards Weekend 2017**, please email Anita Palmer at apalmer@bayada.com.

If you have any questions regarding **Time and Expenses** or **reimbursable expenses**, please contact your accounting team (VASOffice@bayada.com, HAOffice@bayada.com, PAHOffice@bayada.com, NCHOffice@bayada.com, OPROffice@bayada.com).