



Making Life Better  
through Research, Education & Healthcare.\*

## USF Radiology Reimbursement Checklist

### Travel:

- ☐ Signed USF Travel Preapproval Form
- ☐ Conference abstract acceptance letter/email
- ☐ Conference registration and proof of payment
- ☐ Airfare - Confirmation/Summary and proof of payment
  - Book flight through any vendor; 3 comparable flights are required:
    - Tampa International Airport must be the depart from and return to airport
    - Departure date and return date must not be more than 1 day before conference start date and 1 day after conference end date
    - If booking with AAA/Concur for GME reimbursement no comparable flights required
- ☐ Baggage Fee – Original receipt required and proof of payment
- ☐ Hotel - Detailed invoice and proof of payment (conference hotel preferred)
- ☐ Taxi – Original receipt required and proof of payment
  - Must include business purpose with each trip (ex. Airport to Hotel)
- ☐ Manuscript publication submission confirmation letter/email

### Non-Travel:

- ☐ Original receipt if applicable and proof of payment
- ☐ Expense business purpose if reimbursement is not included in the Radiology Reimbursement Policy FY17 memo

**\*\*All proof of payments must include the following; name, last 4 digits of account/card number, financial institution and posted expense in question.**

### Taxed and Non-Taxed Reimbursements for Residents and Fellows:

Certain reimbursements are considered taxable benefits by the USF Controller's Office. These reimbursements will be processed through USF Payroll and taxed at the employee's personal income tax rate.

Reimbursement Description	Taxed
Education related materials/resources (Book Fund)	Yes
Annual American Board of Radiology (ABR) membership dues	Yes
Florida Medical License fee reimbursements	Yes
USMLE Step III fee reimbursements	Yes
AIRP reimbursements	No
All approved conference travel presenting information while representing USF Health	No
Resident travel to review courses for board preparation	Yes