



Making Life Better
through Research, Education & Healthcare.*

USF Radiology Reimbursement Checklist

Travel:

- Signed USF Travel Preapproval Form – USF Attending/Faculty must be listed
- Conference abstract and acceptance letter/email – Must show your name as first author
- Conference registration and proof of payment
- Airfare - Confirmation/Summary and proof of payment
 - Book flight through any vendor; 3 comparable flights are required:
 - Comparable flight must be:
 - Depart from and return to airport must be TPA
 - 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 or less expensive, preferred)
- Taxi – Original receipt required and proof of payment
 - Must include business purpose with each trip (ex. Airport to Hotel)
- Manuscript publication submission confirmation and acceptance letter/email (if accepted)

Non-Travel:

- Original receipt if applicable and proof of payment
- Expense business purpose if reimbursement is not included in the Radiology Reimbursement Policy FY18 memo

**Proof of payment is your bank/credit card transaction detail. Must include the following; name, last 4 digits of account/card number, financial institution and posted expense (not pending).

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, taxed at the employee’s personal income tax rate and included on your annual W2 tax form.

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 while representing USF Health	No
Resident travel to review courses for board preparation	Yes