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	Home A-	Z Calendar	Strategy Leaders CPMG		My HR (1) KP Phonebook	
	MOST POPUL	AR	IMPORTANT LINKS		TRENDING NOW	
	Nursing OnePage CPMG		Communications Resources HealthStream Learning Center		2016 Summit Award nominees: (1,080 views, 1 comment)	
	Taking the Lead Vision Essentials		KP Learn KPONOS Time Stamp Onel ink		CPMG's Jamison Bohl: A real ' (1,039 views, 13 comments)	
		About KD	Computing		Value Compass Award: Improving (574 views, 0 comments)	
	Departments My Community	KP and Me My HB	Leadership My C	a areer ng	RECENT COMMENTS	
	ing continuing				Wow-I hope I get to work Jan Ground in CPMG's Jamison 11:55am Wed May 4	
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	Academic Relations	The purpose of this we develop future leaders Academic Relations an we serve. Get informat guidelines, job shadow here.	bible is to build a unique pipeline of talent and to of the organization through a centralized, unifor d internship infrastructure benefiting the commu tion on affiliation agreements, clinical placement y guidelines, and college student internship guide	o My HR n nities Ilines	Submit a Story	
	Access Reports	This site houses the n disciplines. These report patient access to healt	ew Gold Standard SDR Access Reports for all orts serve to assist Kaiser Colorado in improving thcare.	Tools	COLFAX MARATHON	
	Accounts Payable Department	Get Accounts Payable cash, and electronic fu	forms including check request, expense report, inds transfer.	petty Departments		

1) Log onto OneLink via Insidekpcolorado.net

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	Privacy practices		KP Information Security Identity and Access Management		

2) Click on Go to KP OneLink on top right of screen

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L			AtPar HandHold Dovice	

3) Create new expense report.

Also can be used to view, modify or delete a previous expense report.



** See Below

4) Example for **CME Reimbursement** with illustrated Expense Type. Click Summary and Submit when complete

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Create Expense Report Michael J Riley @			🔛 Save for Late 🛛 🔝 Summary	and Submit
*Business Europes General Expense Reimbursement Default *Report Desch, Hon CME Reimbursement Reference Expenses @	LAKEWOOD, CO	Actions	Choose an Action S GO	
Expand All Collapse All Add: 🔚 My Wallet (0) 🖸 Quick-Fill			Totals (1 Line) 985.00 USD	
*Date *Expense Type 05/04/2k18 (第) EmpDev Union Emp Training	•Payment Type Out of Pocket Expenses	*Amount *Currency A 985.00 USD	Nowance Group Billing Type Itemized Group # Itemized Sub-To Internal	tal 🛨 🗕
	Receipt Split	Default Rate	*Exchange Rate 1.00000000 🗘 📑	
**Location LAKEWOOD, CO *Merchant OPreferred CE Direct		No Receipt	Reimbursement Amt 985.00 USD	
▶ Accounting Details	Business Purpose Detail CME Reimbursement	Justification/Comments		
Expand All Collapse All			Totals (1 Line) 985.00 USD	

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5) Example for **DEA Reimbursement** with Expense Type. Click Summary and Submit when complete.

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OneLink Finance Operations		Untitled	Cri	eate	Registration Renewal	Form - Login Screen	
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6) When you are ready to submit receipts for your expense, go to view expense report and select either fax or email receipts.

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Main Menu -> Employee Self-Service -> Employee T&E Center -> Expense Report -> View OneLink All - Search Advanced Search	Home Worklist MultiCha	nnel Console Add to Favorites Sign out
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Pax Rodepia Vew Ro	ActionsChoose an Action C GO Post Status Postod Last Updated 04/19/16 7:54:44AM Updated By 18/49049 Submit Date 04/15/2016 Totals (1 Line) 229:22 U	sp
*Date *Expense Type *Payment Type ▲ 04/15/2016 EmpDev Union Emp Training Out of Pocket Expenses	*Amount *Currency Allowance Group Billing Type Itemized Group # 229.22 USD Internal	Itemized Sub-Total
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Business Purpose Detail CME Expense Accounting Details	Justification/Comments Stethoscope	
Expand All Collapse All Expense Approval SHEET_ID=0000902342:Approved National Expense Approved	Totals (1 Line) 229.22	USD

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7) Example of fax report with highlighted phone number.

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1. MAKE SURE THIS COVERSHE 2. Print Transmittal page using a B 3. Small receipts may be assemble 4. Fax to the number listed below	ET IS THE FIRST PA lack and White laser p d into a single page f	GE ON YOUR FAX TRANSMISSION. printer to avoid any delay in faxes attaching t pr faxing purposes.	o the expense reports.			
5. To print this report, click this li	nk and use your bro	wser's print feature.				
Expense Report		0000902342				
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Date Expense Type	Merchant	Location	Amount Currency Rece	ipt Status		
04/15/2016 EmpDev Union Emp Training	Medisave	LAKEWOOD, CO	229.22 USD			
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Cash Advances Applied	0.00 USD	Prepaid Expenses	0.00	JSD		
Amount Due to Supplier	0.00 USD	Amount Due to Employee	229.22	JSD		