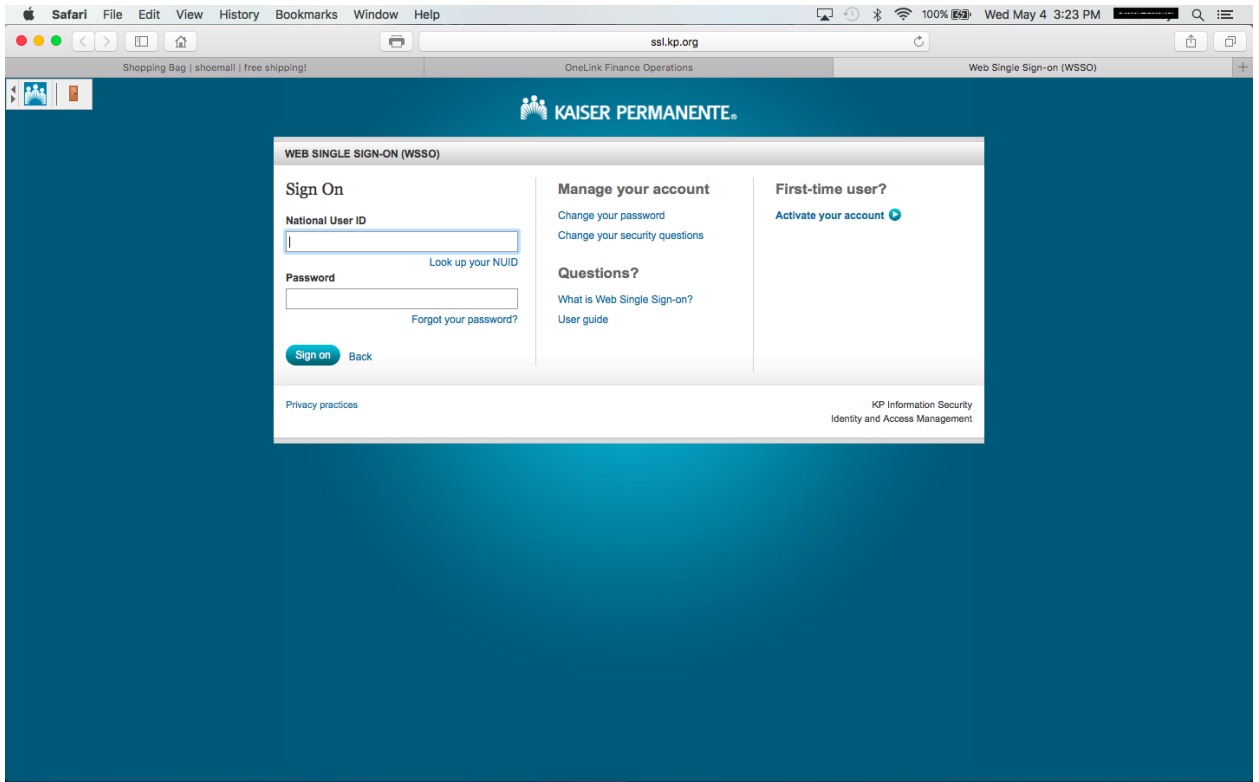


CME and DEA Reimbursement Process

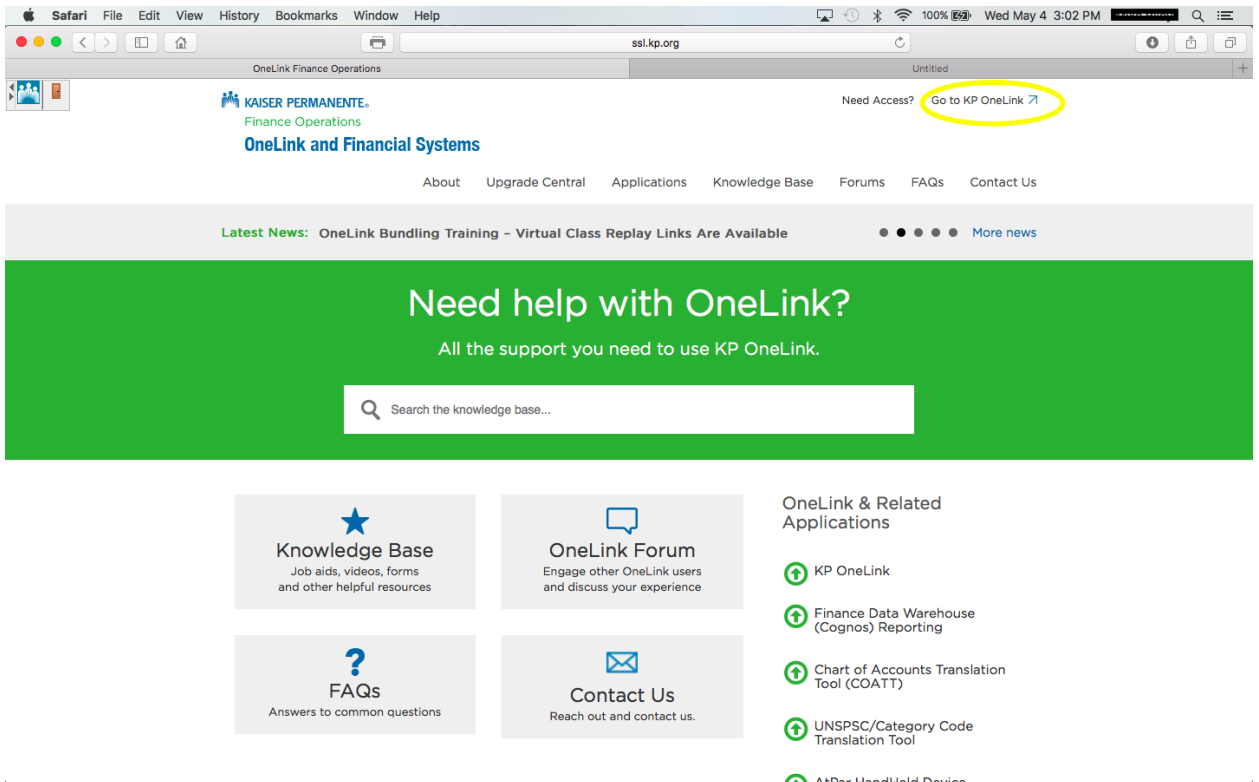
1) Log onto OneLink via Insidekpcolorado.net

The screenshot shows the InsideKP Colorado website interface. The browser window title is 'ssl.kp.org'. The website header features the 'insideKP Colorado' logo and navigation links: Home, A-Z, Calendar, Strategy, Leaders, CPMG. A blue navigation bar contains 'My HR' and 'KP Phonebook'. The main content area is divided into three columns: 'MOST POPULAR' (listing Nursing OnePage, CPMG, Taking the Lead, Vision Essentials, Ask Leadership), 'IMPORTANT LINKS' (listing Communications Resources, HealthStream Learning Center, KP Learn, KRONOS Time Stamp, and OneLink, which is circled in yellow), and 'TRENDING NOW' (listing 2016 Summit Award nominees, CPMG's Jamison Bohrt, and Value Compass Award). Below the 'IMPORTANT LINKS' is a grid of links for All Departments, My Community, About KP, My HR, Communication Leadership Tools, and CPMG My Career Training. A search bar is located below the grid. The bottom section contains a table with columns for Title, Description, and Category, listing items like Academic Relations, Access Reports, and Accounts Payable Department. On the right side, there are sections for 'RECENT COMMENTS' and several promotional banners for 'ASK Leadership', 'Submit a Story', 'SafetyConnect', and 'Kaiser Permanente Colfax Marathon'.

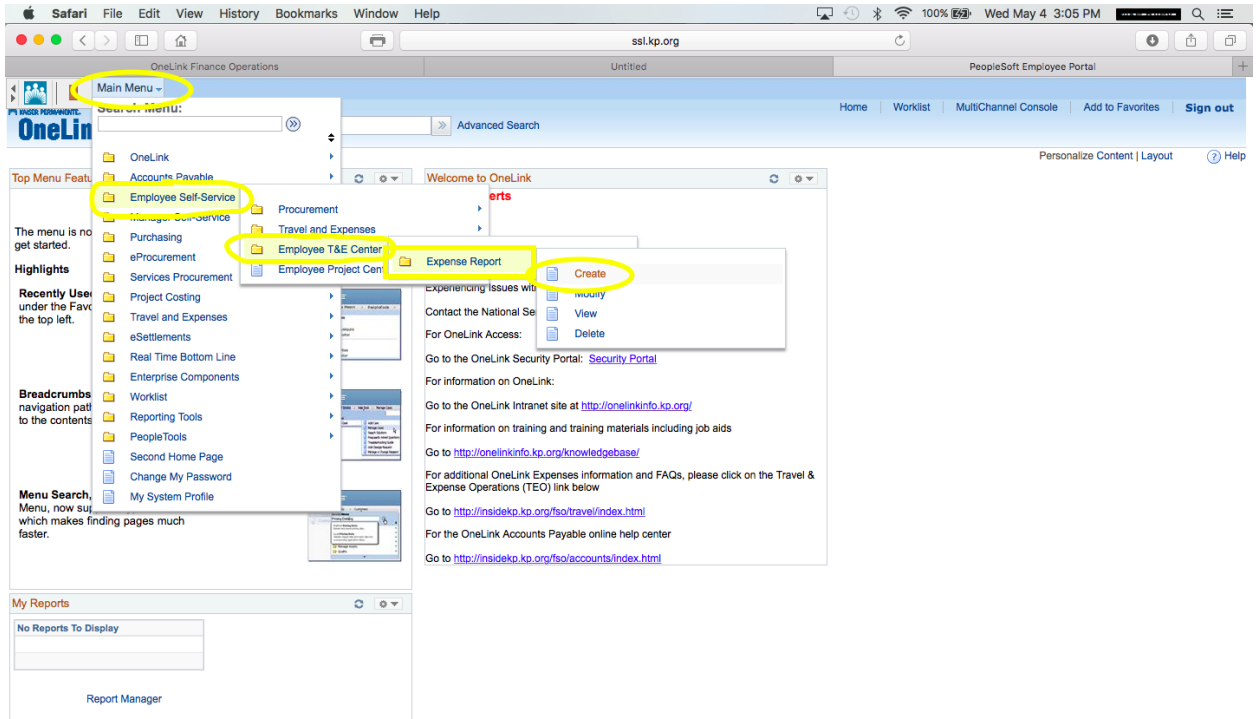
Title	Description	Category
Academic Relations	The purpose of this website is to build a unique pipeline of talent and to develop future leaders of the organization through a centralized, uniform Academic Relations and internship infrastructure benefiting the communities we serve. Get information on affiliation agreements, clinical placement guidelines, job shadow guidelines, and college student internship guidelines here.	My HR
Access Reports	This site houses the new Gold Standard SDR Access Reports for all disciplines. These reports serve to assist Kaiser Colorado in improving patient access to healthcare.	Tools
Accounts Payable Department	Get Accounts Payable forms including check request, expense report, petty cash, and electronic funds transfer.	Departments



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



- 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

The screenshot shows the 'Create Expense Report' page in the OneLink system. The user is Michael J. Riley. The report is for a CME Reimbursement of 985.00 USD. The 'Expense Type' is 'EmpDev Union Emp Training'. The 'Business Purpose' is 'General Expense Reimbursement'. The 'Summary and Submit' button is highlighted in yellow. The form includes sections for Date, Location, Merchant, Payment Type, Amount, and Receipt options.

*Date	*Expense Type	*Payment Type	*Amount	*Currency	Allowance Group	Billing Type	Itemized Group #	Itemized Sub-Total
05/04/2016	EmpDev Union Emp Training	Out of Pocket Expenses	985.00	USD		Internal		

Additional fields shown: **Location: LAKEWOOD, CO; *Merchant: CE Direct; *Exchange Rate: 1.00000000; Reimbursement Amt: 985.00 USD.

** See Below

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

The screenshot shows the 'Create Expense Report' page in the OneLink system. The user is Michael J. Riley. The form is for a 'General Expense Reimbursement' report. The report description is 'DEA Reimbursement'. The expense type is 'Employee Prof Lic & Fees'. The amount is 731.00 USD. The location is LAKEWOOD, CO. The merchant is 'DEA: Office of Diversion Control'. The 'Summary and Submit' button is circled in yellow.

Form Fields:

- *Business Purpose: General Expense Reimbursement
- *Report Description: DEA Reimbursement
- *Expense Type: Employee Prof Lic & Fees
- *Date: 05/04/2016
- *Amount: 731.00
- *Currency: USD
- *Payment Type: Out of Pocket Expenses
- *Location: LAKEWOOD, CO
- *Merchant: DEA: Office of Diversion Control
- *Exchange Rate: 1.00000000
- Reimbursement Amt: 731.00

Buttons: Save for Later, Summary and Submit (circled), ...Choose an Action, GO

Table:

*Date	*Expense Type	*Payment Type	*Amount	*Currency	Allowance Group	Billing Type	Itemized Group #	Itemized Sub-Total
05/04/2016	Employee Prof Lic & Fees	Out of Pocket Expenses	731.00	USD		Internal		

Business Purpose Detail: CME Reimbursement

Justification/Comments:

Totals (1 Line): 731.00 USD

- 6) When you are ready to submit receipts for your expense, go to view expense report and select either fax or email receipts.

View Expense Report

Michael J. Riley

[Fax Receipts](#) [Email Receipts](#) [View Receipts](#)

Business Purpose: General Expense Reimbursement Report: 0000902342 Paid

Report Description: CME Expense Fiscal Approver: [Redacted]

Reference: [Redacted]

Expenses: Expand All | Collapse All

Accounting Details

*Date	*Expense Type	*Payment Type	*Amount	*Currency	Allowance Group	Billing Type	Itemized Group #	Itemized Sub-Total
04/15/2016	EmpDev Union Emp Training	Out of Pocket Expenses	229.22	USD		Internal		

*Location: LAKEWOOD, CO

Merchant: Preferred Non-Preferred (Medisave)

Default Rate

Exchange Rate: 1.00000000

Reimbursement Amt: 229.22 USD

Business Purpose Detail: CME Expense

Justification/Comments: Stethoscope

Expand All | Collapse All

Expense Approval

SHEET_ID=0000902342:Approved

National Expense

Approved

** See Below

7) Example of fax report with highlighted phone number.

1. MAKE SURE THIS COVERSHEET IS THE FIRST PAGE ON YOUR FAX TRANSMISSION.
 2. Print Transmittal page using a Black and White laser printer to avoid any delay in faxes attaching to the expense reports.
 3. Small receipts may be assembled into a single page for faxing purposes.
 4. Fax to the number listed below
 5. To print this report, [click this link](#) and use your browser's print feature.

Expense Report 0000902342

Michael J Riley

Description	CME Expense	Empl ID	[REDACTED]
Bus Purpose	General Expense Reimbursement	Report Status	Paid
Exp Date Range	04/15/2016 To 04/15/2016	Fiscal Appr	[REDACTED]
Bus Unit	1608	Appr Name	[REDACTED]
Fax Number	877/675-0849	Ref Number	STETHOSCOF

Date	Expense Type	Merchant	Location	Amount	Currency	Receipt Status
04/15/2016	EmpDev Union Emp Training	Medisave	LAKEWOOD, CO	229.22	USD	

Employee Expenses	229.22	USD	Non-Reimbursable Expenses	0.00	USD
Cash Advances Applied	0.00	USD	Prepaid Expenses	0.00	USD
Amount Due to Supplier	0.00	USD	Amount Due to Employee	229.22	USD