



## ABHES Expenses: Quick Reference Guide

ABHES strives to issue reimbursement payments within 10 business days upon receipt of error-free expense report submissions. Expense reports submitted with errors or out of compliance with the [Travel Reimbursement Policy](#) will incur extended or delayed processing times. **To avoid processing delays, please note the following before starting your travel and when submitting an expense form through Certify:**

- All receipts must be itemized and adjusted to remove any alcohol charges including a recalculated tip based upon the adjusted total expense. All expenses must be supported by a legible receipt (except for honorarium) where the full image shows the vendor name, date/time of transaction, total charged amount including added tip, number in party\*, etc.  
*\*Note: Request a separate check for meals with personal travel companions.*
- Hotel receipts should only include lodging charges. Hotel meals should be submitted with separate checks in accordance with the above noted requirement.
- The “Reason” section of your Certify report, must indicate 1) visit date; 2) school name or abbreviation; and 3) ABHES ID# (if applicable), followed by any additional information (e.g., *February 1-2, 2023, ABC College, I-410, taxi from airport to hotel*).
- Tips must be documented and comply with the tipping guide outlined in the [Travel Reimbursement Policy](#). Please note that tipping amounts outside of the policy guidelines will not be reimbursed and will be adjusted accordingly.
- Any required pre-approval documentation (e.g., flight over price limit or extra hotel stay) from designated ABHES staff is uploaded to support the applicable expense.
- When purchasing and submitting for reimbursement for an expense (e.g., airfare) prior to an event (e.g., school visit, committee meeting, conference), select the “Prepaid” option under the “Category” section in Certify. For example, if purchasing airfare in January for an ABHES school visit occurring in February or another subsequent month, select “*Prepaid Visit Expenses – School Visit\**” under the “Category” section. *\*Note that each event type (e.g., school visit, committee meeting, workshop, conference, etc.) has its own “Prepaid” expense option.*

Reference the [ABHES Certify User Guide](#) to view detailed instructions on how to submit for reimbursement.