



ACCREDITING BUREAU OF HEALTH EDUCATION SCHOOLS | ABHES

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Certify Expense Report Checklist

To receive a timely reimbursement payment, participants must submit travel expenses through Certify within 30 days of the ABHES event, and demonstrate compliance with the criteria noted below.

- ☐ **Each expense is uploaded with a legible, itemized receipt.** Credit card statements alone are not sufficient. Receipts must clearly show the date, vendor, items purchased, and the total amount, including tax and tip. Group meals should be identified in Certify by listing the names of other ABHES colleagues (See Slide #26 of the ABHES Certify Guide for details). NOTE: *Request a separate check for meals with personal travel companions.*
- ☐ **Alcohol-related expenses (including any additional taxes or tips) are deducted from reimbursable totals.** Any alcohol-related expenses will not be reimbursed.
- ☐ **Hotel receipts, minus any meal expenses,** are categorized under “Lodging”. Conversely, any meal expenses on hotel receipts are categorized under “Meals” and an itemized receipt is provided to supplement the hotel receipt.
- ☐ **Honorarium is included on the same expense report generated for the associated visit or meeting.**
- ☐ **The “Reason” box for each expense includes 1) visit date; 2) school name or abbreviation; and 3) ABHES ID# (if applicable).** Additional information can be included as needed after this visit information (e.g., “February 1-2, 2023, ABC College, I-410, taxi from airport to hotel”; OR “January 17-18, 2024, Commission Meeting, taxi from airport to hotel”).
- ☐ Tips are documented and submitted in **compliance with the tipping guide** outlined in the [Travel Reimbursement Policy](#).
- ☐ Any required **pre-approval documentation** (e.g., flight over price limit or extra night’s hotel stay) from designated ABHES staff is uploaded to support the applicable expense(s).
- ☐ Expenses that are to be reimbursed before the associated event takes place (e.g., airfare purchased in January for an event occurring in February) are categorized under **“Prepaid.”**
- ☐ Expenses for multiple events (e.g., multiple school visits, or commission/staff meetings, etc.) have been split (See Slide #17 of the ABHES Certify Guide for details).

Expenses submitted outside of these guidelines are subject to disapproval and may not be reimbursed. Reimbursement submissions with errors may be rejected and the participant will be requested to correct and resubmit for processing. Reference the [Travel Reimbursement Policy](#) and the [ABHES Certify User Guide](#) for the complete policy guidelines and to view detailed instructions on how to prepare an expense report for reimbursement through Certify. Contact ABHES Accounting at accounting@abhes.org anytime or call (301) 291-7550 between the designated hours of 10:00 a.m. and 2:00 p.m., Eastern Time, to speak with a representative for direct assistance.

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