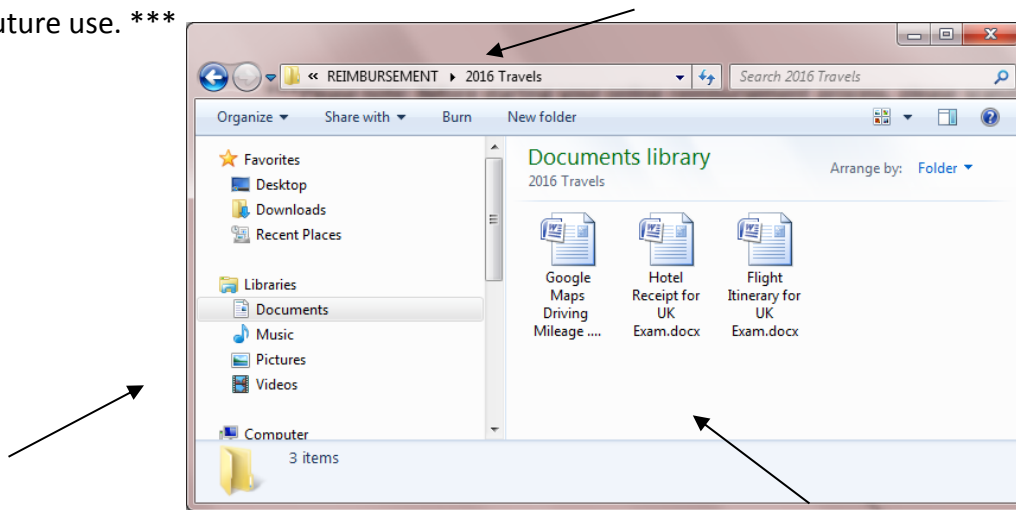


Online Reimbursement How-to Guide

***Please note: Before starting your online reimbursement process, please scan and upload all receipts (hotel, required flight information, map with miles, etc.) onto the device you will be using for this process. It is highly suggested that you save all documents in a labeled folder for future use. ***



1. Reimbursement Voucher

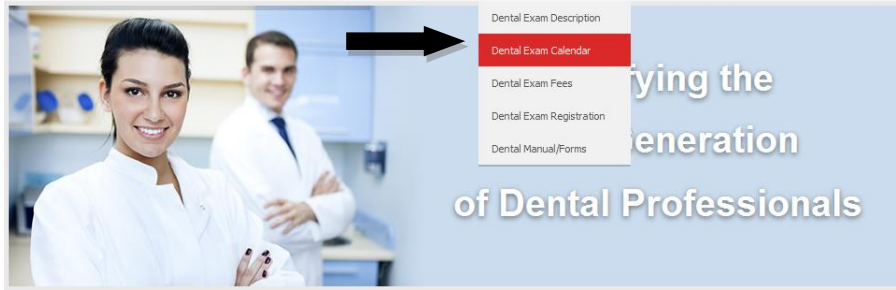
- a. Go to srta.org
- b. Click on **Examiner** tab at the top of the page
- c. Password is \$rta2019 (use dollar sign, not the letter S)
- d. Click on **Examination Reimbursement Voucher**

2. Enter Payee Information

- a. Payee Name: First and Last
- b. Payee Address:
 - i. Address Line 1: Street address, P.O. box, company name, c/o
 - ii. Address Line 2: Apt, suite, unit, building, floor, etc.
 - iii. City
 - iv. State
 - v. Zip Code
 - vi. Phone #
 - vii. Email Address

3. Reimbursement Information

- a. Exam Site Name
- b. Exam Date
 - i. If you do not know the exam date, please refer to www.srta.org, on the top of the home page you will find the *Dental/Dental Hygiene* Tabs and select *exam calendar*



- c. Number of Days
- d. Please refer to the table below to assure inputting the amount of days correctly

PIE I	1.5 DAYS FOR CFM & CFC 1 DAY FOR SAC & EXAMINERS
PIE II/TRADITIONAL EXAM	2.5 DAYS
HYGIENE 1 DAY EXAM	1 DAY
HYGIENE 2 DAYS EXAM	2 DAYS

- e. Remuneration: \$250 Daily

4. **Subsistence** (Subsistence covers **all incidental expenses** you may incur such as airport parking, tolls, gratuities, taxis, etc. If you do not stay at the SRTA designated hotel you will be reimbursed at \$50.00 per day, not \$100.00 per day)

- a. Did you stay in a hotel? (Please check the YES or NO box)
 - i. If YES, you will be reimbursed the amount of \$100 per day and the cost of the hotel.

Subsistence

Subsistence covers **all incidental expenses** you may incur such as airport/hotel parking, tolls, gratuities, taxis, etc. The day prior to the exam date will be paid as 1/2 day subsistence. If you do not stay at the SRTA designated hotel you will be reimbursed at \$50.00 per day not \$100.00 per day.

Did you stay in a SRTA hotel?

No

Yes

Upload a copy or image of the hotel bill. (Accepted file types: jpg, gif, png, pdf, doc, docx.)

Subsistence: \$100 Daily

Enter Number of Days:

Subsistence Total:


Please enter a value between 1 and 30

ii. If *NO*, you will be reimbursed the amount of \$50 per day

Subsistence

Subsistence covers **all incidental expenses** you may incur such as airport/hotel parking, tolls, gratuities, taxis, etc. The day prior to the exam date will be paid as 1/2 day subsistence. If you do not stay at the SRTA designated hotel you will be reimbursed at \$50.00 per day not \$100.00 per day.


Did you stay in a SRTA hotel?

No 

Yes

Subsistence: \$50 Daily
Enter Number of Days

Please enter a value between **1** and **30**.



- b. Please enter the number of days you examined including ½ day for the day you traveled to the exam site
- c. Please refer to the table below to assure the correct numbers of days are entered.

PIE I	1.5 DAYS
TRADITIONAL EXAM/PIE II	2.5 DAYS
HYGIENE 1 DAY EXAM	1.5 DAYS
HYGIENE 2 DAYS EXAM	2.5 DAYS

Validation of Choice

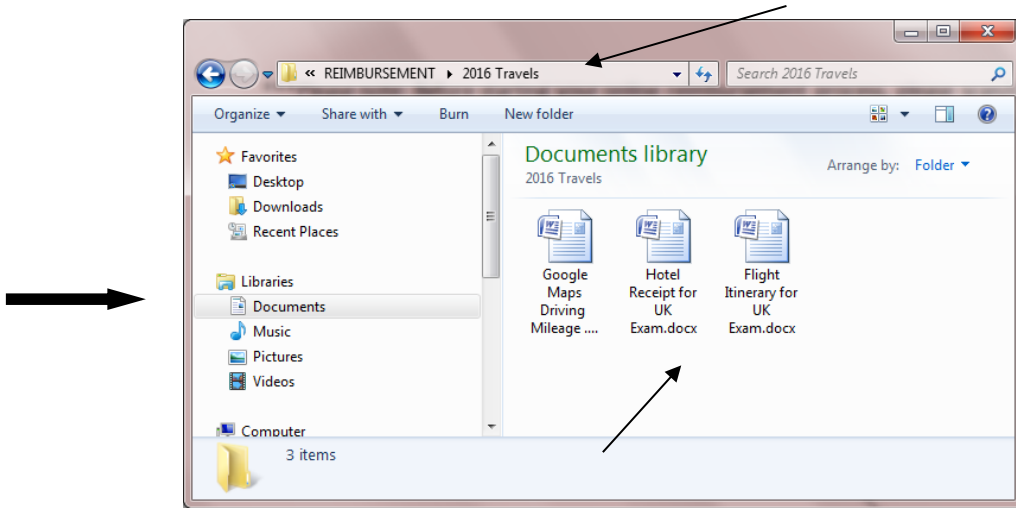
For Driving or Flying, the following procedure is in effect for any method of travel selected when the cost exceeds \$300 round trip. You will be reimbursed the lesser amount.

You must provide:

1. Proposed flight itinerary using Economy Class. Print-out must include the cost of the airfare and associated fees, times of arrival/departure and be dated at least 30 days prior to the event
2. Proposed driving costs. Include a print-out using Google Maps or any other mapping system to obtain mileage
3. Total Miles (please multiply by 2 for roundtrip)
4. Mileage Pay: Total miles x \$0.58 (current IRS mileage reimbursement rate)

- d. Airfare A copy of your itinerary must show:
- a. Departure and arrival locations and travel dates
 - b. Date the reservations were made (30+ days from the exam date)
 - c. Cost of the ticket, fare amount and taxes
 - d. Passenger/Examiner name
- e. Airfare Cost (Please enter the total amount including tax)

- f. Airfare Supporting Document (Please upload a clear image of your supporting airfare document)
 - i. Click on the *Browse* button and retrieve the saved document from the folder that you created at the beginning of this reimbursement process



- ii. Once the file is selected, click the *Open* button on the bottom of the window
- iii. You've correctly completed this step when you see the file's name next to the *Browse* button (as shown below)

Airfare

A supporting document of your airfare **must** be submitted with this voucher. Airfare must be purchased 30 days prior to the event. SRTA personnel are not authorized to review and validate reimbursement voucher in lieu of submitting supporting documentation.

Airfare Cost

Airfare Supporting Document

Upload a clear image or scan of your supporting airfare document.

 Flight Itinerar...r UI

5. Mileage

- a. Total Miles (please multiply by 2 for roundtrip)
- b. Mileage Pay: Total miles x \$0.58 (current IRS mileage reimbursement rate)

6. Hotel Additional Stay

If Flying: If the examiner cannot book a flight home on the last day of the exam or event, please contact the SRTA office prior to booking your flight. Other arrangements may be available, i.e. leaving the site/event early or replacement with another examiner who does not have similar travel restrictions.

If Driving: Once the examiner begins to drive home, should they find they cannot complete the drive, please contact the SRTA Office during the next business day. Please provide a receipt for any lodging that you acquire along your travel route.

Hotel reimbursement will not exceed \$200 including taxes for the one additional night of lodging.

Hotel Additional Stay

Overnight stay

If you are not able to fly or drive home after the event is over and need to stay an additional night, SRTA will pay for your one additional night. You must submit a copy of your hotel bill with your reimbursement and contact the SRTA office on the next business day.

Did you stay an additional night?

No Yes

Extra Night Hotel Charge

What was the total amount of your additional night hotel bill?

Not to exceed \$200 including taxes

7. Total Reimbursement

- a. Now you are able to view the sub-total amount that you will be reimbursed for this exam. Once validated, the cost of the hotel will be added to this total.

Please take a moment to review all of the information you've submitted. Once you are sure that the information is correct, please click on the *Submit Voucher* button.



Submit Voucher

Thank you for using SRTA's online reimbursement voucher. Once your voucher is processed, you will receive an email with the total amount and the date of the deposit into your account.