



# TRADITIONS BEHAVIORAL HEALTH

## TBH EMPLOYEE REIMBURSABLE EXPENSES

**ALL RECEIPTS MUST BE SUBMITTED WITHIN 30 DAYS OF TRANSACTION**

**LATE SUBMISSION RECEIPTS WILL NOT BE REIMBURSED**

**A RECEIPT MUST ACCOMPANY THE REIMBURSEMENT REQUEST OTHERWISE IT WILL NOT BE REIMBURSED**

**Email Receipts to: [ap@tbhcare.com](mailto:ap@tbhcare.com)**

### **ALL EMPLOYEES:**

- Flight/Air Travel Coach
- Hotel
- Rental Car/Uber/Taxi
- Mileage if you are using your own vehicle with completed mileage form
- Parking
- Tolls

### **FULL-TIME EMPLOYEES (working 30+ hours per week)**

- Medical License Renewal
- DEA Renewal

### **TBH does not reimburse for the following:**

- Rental Car Insurance
- Rental Car add-ons (GPS, etc.)
- Meals
- Travel Upgrades
- Travel incidentals (dry cleaning, laundry, shoe shine, etc.)
- Traffic Tickets or Parking Tickets