

EXPENSE REPORT PROCEDURES

1. Overview:

Onspire uses Emburse Certify (“Certify”) for all billable and non-billable expense reporting for workforce members. Workforce members can download the free Certify mobile application or login at <https://expense.certify.com>.

By submitting an expense report, you are representing to the company that the expenses incurred are in accordance with the Business Expense Reimbursement Policy. Expense reports should be submitted for approval within 30 days of the expense occurrence but are encouraged to be submitted as soon as possible. All required documentation (pre-approvals, itemized receipts, etc.) must be attached to each expense report. Expenses older than 60 days may not be paid.

Supervisors are required to be diligent in their review and are responsible for ensuring that all workforce member expenses comply with this policy. Supervisors should review and approve expense reports within 5 business days or reject the expense report for correction. Once complete, the supervisor should approve the expense report for processing.

Upon submission of a proper expense report, workforce members will be reimbursed for ordinary and necessary expenses incurred for Company business purposes. Reimbursement payments will be processed within 10 business days of supervisor approval. Any incomplete or misaligned expense report will be rejected by Finance for correction or additional documentation, which will require additional review and approval by the supervisor.

2. Procedures:

New users will receive an email invitation to login to Certify. Once a user account has been established, instructions on how to update your account information and submit expense reports [here](#).

[Entering Direct Deposit Account Information for Domestic ACH](#)

[Updating Account Settings](#)

[Creating and Managing Expense Reports](#)

[Adding Onspire Corporate Credit Card Transactions](#)

[Adding Credit Card Transactions](#)



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