



## Avoiding Delay in Payroll & Expense Reimbursement is Easy as 1-2-3!

### 1. Know the Deadlines

**PAYROLL:** Deadline to enter your work hours is **Friday at midnight** each week.

**EXPENSES:** Deadline to enter your expenses for the previous week is **Monday at midnight** each week.

**TIP: Set a Reminder on Your Cell**

It's a good idea to set a calendar reminder on your cell phone until you get use to the schedule, after all new assignments can get hectic and it's easy to forget.

Speaking of reminders...

### 2. A Friendly Reminder to Your Primary Approver

**PRIMARY APPROVER:** Know your Primary Approver, a.k.a. the person assigned at the assignment who approves your timesheet and expenses. Until Primary Approver makes it a habit of reviewing and approving your timesheet & expenses; it is a good idea to email, text or verbally remind them after you've entered your timesheet & expense information.

What if your Primary approver is unavailable?

**BACKUP APPROVER:** Whether planned or not there will be times when your Primary Approver is not available to approve your timesheet. It's a good idea to know who your Backup Approver is so that you can help usher them through the process and beat the deadline for approval.

### 3. Avoid Having Your Receipts Rejected

- **EXPENSES:** Before uploading your receipts / requesting reimbursements know that you will only get reimbursed for items that are outlined in your contract. If you have special circumstances (SUV, Uber, shipping, etc.) it must be approved by your recruiter and the client before you upload.

**RECEIPTS:** Ensure that your receipts meet the minimum required information before uploading them for review.

**Airfare**

- ✓ Airline name
- ✓ Date of purchase
- ✓ Date of flight(s)
- ✓ Departure and arrival Location(s) / flight number(s)



- ✓ Ticket Type
- ✓ Details of any additional fees
- ✓ Method of payment
- ✓ Ticket total Cost
- ✓ Proof of completed transaction / confirmation number

#### **Rental Car\***

- ✓ Rental Company name
- ✓ Transaction date
- ✓ Pick-up and drop-off dates
- ✓ Rate
- ✓ Details of any additional fees
- ✓ Method of payment
- ✓ Total charges as well as the completed purchase transaction

\*Note: You cannot be reimbursed for mileage on a rental car.

#### **Personal Vehicle:**

Know that the IRS only allows for reimbursement for Gas receipts **OR** Mileage reimbursement but not both.

#### **Gas Receipts**

- ✓ Gas Station name
- ✓ Purchase date
- ✓ Location
- ✓ Method of payment
- ✓ Price per gallon, number of gallons
- ✓ Total cost

#### **Mileage**

- ✓ Complete addresses for Start and End of trip
- ✓ Use a mapping website that provides directions and \*distance\* between the Start and End points, i.e., Google Maps

#### **HAVE MORE QUESTIONS?**

If you do encounter problems, mistakes or delays; the friendly team at **FoxHire** will be happy to help you resolve the issue or answer your questions; **call 330.454.3508** or **email [galileo@foxhire.com](mailto:galileo@foxhire.com) or [hr@foxhire.com](mailto:hr@foxhire.com).**

And of course, your **Galileo Search** Recruiter is only a call away, at **770.977.0795**.