

# Consultant Travel and Expense Basics

*When you are required to spend money for work-related activities you must ensure expenses are **necessary, reasonable and legitimate**. Please follow the guidelines below and review our entire Consultant Expense Policy on the Consultant Portal.*

## **Time Limitation:**

Expenses should be submitted the week the expense is incurred but no later than 21 days after travel is complete or the expense is incurred.

## **Required Documentation:**

You are required to document your expenses weekly by utilizing the expense portion of your timesheet. Matching receipts should be attached to the expense report and sent to the applicable email box for processing. If you enter time into an online system, a copy of the expense report along with the matching receipts must be sent in to the applicable email box for reimbursement.

## **Discrepancies:**

Expenses are processed for the current pay period on Mondays. Any expenses submitted for prior weeks will not be processed for the current pay cycle and reimbursement will be delayed. Receipts that do not match the expense report completely may not be paid out until corrected. Additionally, expenses are not paid until client approval is received and travel has occurred.

## **Travel outside of the US:**

Expenses must be converted to USD on the receipt and the expense report in order to be paid out timely.

## **Eligibility and Tax Implications:**

I understand if I am required to travel or incur a work-related cost that I need to follow the guidelines in the Kforce expense policy that is available on the consultant website. I also acknowledge that if my temporary work assignment is located away from my "tax home", as defined by the IRS, and if at any point during my assignment I, or Kforce, become aware that the assignment will be greater than 1 year in duration, any ordinary and necessary expense reimbursements (such as business expenses related to travel, meals and lodging or federal per diem allowances, if applicable) will be treated as taxable income and reported on my Form W-2 in the year the expense was reimbursed.

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Signature

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Date