

# Mileage, Travel and CME Reimbursement Form Link Tip Sheet

Beginning **Tuesday, Jan. 31, 2023**, the mileage, travel and CME reimbursement form links will be updated. If you have these links bookmarked as favorites or shortcuts on your computer, they will no longer work once the upgrade takes place. Please follow these steps to access the new links.

## Locating the Reimbursement Forms

1. From the Ballad Health home page, select **Departments**.
2. Select **Corporate Finance**.
3. Select **Payroll**.
4. Select the desired reimbursement form.



## Using a Favorite to Locate the Reimbursement Forms

Team members who currently access the mileage, travel or CME reimbursement forms from a favorites list in a web browser will see the message below beginning Jan. 31, 2023. The retired link must be deleted from the favorites bar and the updated link will need to be saved. To access the updated link, follow Steps 1 through 4 as listed above.

Sorry, this site hasn't been shared with you.

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## Creating a Browser Favorite

To favorite the updated link, select the star icon and **Done**.

