



External Expense Process

External candidates enter their expenses by filling out the AIM Expense Report Form displayed below and submitting it along with receipts to their recruiter, after receiving approval. Please follow the guidelines below for processing.

1. On-Site Manager Approval

- **a.** Candidates <u>must</u> have approval from their On-Site Manager in order to pay the candidate and bill the client back.
- 2. Fill out the External Expense Form
 - a. The AIM Expense Report Form can be downloaded from the following link: <u>http://www.addisongroup.com</u>

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- 3. Include all receipts for each expense along with the AIM External Expense Form.
- **4.** Send the signed form to their Recruiter.
- 5. Recruiter will submit the completed form to <u>expenses@addisongroup.com</u> after the recruiter ensures all approvals, receipts and necessary documentation is included to reimburse the candidate and bill the client.

Note: If the expense report is submitted to <u>expenses@addisongroup.com</u> before 3 p.m. Central Time on the Tuesday before a Friday pay day, and all documentation is properly included with the submission, the candidate will receive the expense reimbursement pay on their Friday paycheck.