



**Travel Nurse License Reimbursement Program  
Expense Request**

HCS Travelers will reimburse you up to \$100 of the cost of any permanent state-nursing license required in order for you to accept an assignment with HCS Travelers. This reimbursement is available for new or renewal licenses, as well as for temporary nursing licenses. Reimbursement is not available for licensing ancillaries such as fingerprinting, verifications, or required continuing education units (CEUs). To receive reimbursement, please submit this completed expense form along with a copy of the license and an original receipt documenting both the date and the amount paid to:

HCS Travelers  
 Credentialing – Nursing License Reimbursement  
 5072 Clark Howell Highway  
 Atlanta, GA 30349

Expense reimbursement checks will be issued within 14 days of receipt of this signed and completed form with appropriate attachments. Incomplete requests will be held until all requested documents are complete. ***This program applies to travel nurses only. Travel assignments are defined by IRS criteria.***

Request for License Reimbursement <i>Please Print</i>	
Employee Name:	Last Four Digits of SSN:
State of License Issued:	License Issue Date:
Date of Payment:	License Expiration Date:
Method of Payment:      Credit Card <input type="checkbox"/> Check <input type="checkbox"/> Other <input type="checkbox"/>	
Total Cost:	Requesting Reimbursement in the amount of :
Employee Signature:	Date:

*Office Use Only:*

Date Received: \_\_\_\_\_ Verified By: \_\_\_\_\_ Check Issue Date: \_\_\_\_\_