

## MEDICAL/DENTAL AND PSYCHOLOGICAL EXPENSE REPORTS

While going through the rigorous physical qualification process to deploy to Antarctica, candidates often incur expenses that can be reimbursed in accordance with government, contract and company guidelines. Fulltime and Active RPSC employees must use WebTE (a web-based expense reporting system) to process their reimbursements. If, however, you are a candidate pending employment you have two options for reimbursement: 1) you can submit the expenses you incur using the manual paper expense report form ME-A-103 at least 30 days prior to your first day of employment or 2) you can retain your receipts and itemized bills and file during your Deployment Orientation in Denver or from Antarctica via WebTE. WebTE reimbursements are direct deposited. No direct deposit is available for manual expense statements and reimbursement may take 4-5 weeks.

### IMPORTANT TIPS FOR SUBMITTING YOUR PQ REIMBURSEMENT EXPENSES:

#### MEDICAL:

1. All candidates are responsible for submitting the proper claims to their insurance carrier and for paying any fees/deductibles associated with the medical and dental clearances directly to their provider.
2. If you currently carry insurance you are required to give your insurance information at the time of your appointment. Your co-pay and any costs that are not covered, or are rejected by your insurance, are eligible for reimbursement from RPSC.
3. Please wait to submit your reimbursement until you have the final claims from your insurance showing the balance due.
4. When submitting for your Medical/Dental PQ expenses you will need to submit the itemized bills for all items. Receipts must reflect payment in full after any insurance coverage. **An invoice alone, showing the balance due with no indication of payment, does not satisfy the contract or audit requirement.** Be sure the amounts you have listed are able to be clearly identified on the supporting medical statements and receipts.
5. Dental exams and dental x-rays are covered. Dental work done (including prophylaxis or cleaning) will NOT be reimbursed. Mileage to and from medical and dental appointments as well as postage will not be reimbursed.

#### PSYCHOLOGICAL EVALUATION:

1. When traveling to Denver for your Psychological Test, the candidate will be reimbursed for meals (actuals) up to the government per diem rate. The per diem is limited to 75% for the first and last day of travel. Per Diem's are on your Itinerary and [www.gsa.gov](http://www.gsa.gov). Meals and incidentals are reimbursed for the actual amounts expended UP TO the per diem amount allowed. We recommend that you keep a log of your expenses and maintain the receipts which may be required for reimbursement. Be sure the receipts are clear and dark enough to be faxed or scanned. Keep all receipts until you are reimbursed.
2. You will need to complete and sign a Manual Travel Expense Report (FI-A-521a). Submit expense report and all supporting receipts to: 7400 So Tucson Way, Centennial, CO 80112 ATTN: RPSC Finance or FAX to 1-720-895-0424
3. If you are currently an employee or contract employee with Raytheon, you must complete your expense report on WebTE. The complete WebTE expense report procedure can be found on the "I" drive, PERM, Procedures folder, Master List, Finance tab, Procedure 558. If you would like to have this procedure e-mailed to you, please contact us via e-mail at [expense.reports@usap.gov](mailto:expense.reports@usap.gov).
4. You will need a charge number (WBS) for your expense report. This number typically starts with R-PS and ends with a two letter suffix. Refer to the WBS on your Itinerary for Psychological Travel. Please refer to form ME-A-103 for the Medical/Dental reimbursement WBS or contact the Finance Department at 1-800-688-8606 or [ExpenseReports@usap.gov](mailto:ExpenseReports@usap.gov).

#### Basic Steps in using WebTE:

1. Establish your Raytheon Directory Services password by calling 1-877-844-4712.
2. Convert all expenses to US dollars using [www.oanda.com](http://www.oanda.com).
3. Access WebTE at: <https://webte.raytheon.com/webte>.
4. Be sure you know your employee number; do not use the TS prefix.
5. Complete your WebTE profile (see Finance Procedure 558 for details).
6. Click on "Home" or "Start My Statement" to begin an expense report.
7. In the Comments Section, identify "POLAR SERVICES Required Pre-Deployment Medical Testing for deployment to Antarctica in support of the National Science Foundation"
8. Once your expense report is complete, you may be requested to fax in selected receipts. Be sure to print and use the fax cover page provided, along with the receipt.
9. Contact Finance with any questions: 1-800-688-8606 or [ExpenseReports@usap.gov](mailto:ExpenseReports@usap.gov)