

# Corporate Travel Expense Reimbursement Outline

## 1. Purpose

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To outline the process and requirements for employees to obtain reimbursement for business travel expenses.

## 2. Scope

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This outline applies to all employees who incur travel expenses while conducting official company business.

## 3. Eligible Expenses

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- Transportation (airfare, train, taxi, etc.)
- Accommodations (hotel/lodging)
- Meals and per diem
- Business-related incidentals (internet, parking, etc.)
- Other authorized travel expenses

## 4. Ineligible Expenses

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- Personal entertainment
- Alcoholic beverages
- Spouse or family member expenses
- Fines or penalties
- Unapproved upgrades

## 5. Submission Process

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1. Complete the official expense report form.
2. Attach original itemized receipts for all expenditures.
3. Submit the completed form and receipts to the direct manager for approval.
4. Forward approved documents to the finance department.

## 6. Documentation Required

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- Expense report form
- Original receipts
- Travel itinerary (if applicable)
- Proof of payment (if applicable)

## 7. Reimbursement Timeline

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Reimbursements will be processed within 10 business days after approval and receipt of all required documentation.

## 8. Expense Report (Sample Table)

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Date	Expense Type	Description	Amount	Receipt Attached

## 9. Approvals

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- Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_
- Manager Approval: \_\_\_\_\_ Date: \_\_\_\_\_
- Finance Approval: \_\_\_\_\_ Date: \_\_\_\_\_