

Business Expense Claim Policy Template

1. Purpose

This policy outlines the procedures and requirements for submitting business expense claims. Use this template as a guide to create an expense claim policy specific to your organization.

2. Scope

This policy applies to all employees of [Company Name] who incur expenses related to approved business activities.

3. Eligible Expenses

- Travel (transportation, accommodation, meals)
- Office supplies
- Client entertainment (with prior approval)
- Communication expenses related to business
- Other expenses pre-approved by management

4. Ineligible Expenses

- Personal expenses
- Alcohol (unless approved for business entertainment)
- Fines or penalties
- Unapproved expenses

5. Expense Claim Submission

1. Submit claims within [number] days of incurring the expense.
2. Attach original itemized receipts or proof of purchase.
3. Complete the Expense Claim Form with accurate information.
4. Obtain necessary approval from your manager or supervisor.
5. Submit claims to the Finance/Accounts department.

6. Expense Claim Form (Sample)

Date	Description	Amount (Currency)	Receipt Attached	Notes

7. Approval Process

All expense claims must be reviewed and approved by the claimant's immediate supervisor or authorized personnel before processing.

8. Reimbursement Procedure

- Approved expense claims will be reimbursed within [number] business days.
- Reimbursements will be made via [method of payment, e.g., bank transfer, payroll].

9. Policy Compliance

Non-compliance with this policy may result in denial of reimbursement and/or disciplinary action.

Employee Signature

Manager/Supervisor Signature