

Corporate Expense Reporting Policy

1. Purpose

This policy establishes the requirements and procedures for reporting business-related expenses incurred by employees of [Company Name].

2. Scope

This policy applies to all employees, contractors, and consultants who incur expenses on behalf of [Company Name].

3. Policy

- Expenses must be reasonable, necessary, and directly related to company business.
- All expenses must comply with company guidelines and require appropriate documentation.
- Expense reports must be submitted within [X] days of incurring the expense.
- Receipts or acceptable proof of payment must be attached for all expenses over [\$X].
- Personal expenses are not reimbursable and should not be included in reports.

4. Allowable Expenses

1. Travel (airfare, lodging, transportation)
2. Meals and entertainment (per diem rates or actual costs, as applicable)
3. Supplies and materials
4. Other expenses, as approved in advance

5. Non-Allowable Expenses

- Personal items and services
- Spouse or companion travel costs
- Alcohol (unless in approved business context)
- Fines, penalties, or traffic tickets

6. Expense Reporting Procedure

1. Complete the company expense report form.
2. Attach required receipts and documentation.
3. Include a clear business purpose for each expense.
4. Submit the completed report to your manager or supervisor for review and approval.
5. Retain copies of all submitted documents for your records.

7. Approval Process

- Managers/supervisors review and approve submitted expense reports.
- Finance or accounting reviews for policy compliance prior to reimbursement.

8. Expense Report Template

Date	Description	Category	Amount	Receipt Attached
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9. Policy Violations

Failure to comply with this policy may result in delayed reimbursement, denial of expense claims, or disciplinary action, up to and including termination.

10. Review and Amendment

This policy will be reviewed annually and may be amended at the discretion of management.

Date _____

Manager _____