

Department Expense Reimbursement Policy

Department: _____

Policy Effective Date: _____

1. Purpose

This policy outlines the procedures and requirements for the reimbursement of expenses incurred by employees of the department in the course of conducting official business.

2. Scope

This policy applies to all employees within the department who are seeking reimbursement for business-related expenses.

3. Eligible Expenses

- Travel (transportation, lodging, meals)
- Supplies and materials
- Registration fees
- Other expenses (specify): _____

4. Ineligible Expenses

- Personal expenses
- Alcoholic beverages
- Fines or penalties
- Other non-approved expenses

5. Reimbursement Process

1. Complete the expense reimbursement form.
2. Attach original itemized receipts for all expenses.
3. Submit the completed form to the department manager/supervisor for approval.
4. Approved forms will be processed by the finance team.

6. Documentation Requirements

- Detailed receipts and proof of payment
- Purpose of expense
- Date and location of expense

7. Approval

All reimbursements must be approved by the designated department manager or supervisor.

8. Submission Deadlines

Reimbursement requests must be submitted within _____ days of incurring the expense.

9. Contact

For questions regarding this policy, contact: _____

Employee Signature
Date: _____

Supervisor/Manager Signature
Date: _____