

Expense Approval and Reimbursement Policy

1. Purpose

Describe the purpose of this policy (e.g., to provide guidelines for expense approval and reimbursement within the organization).

2. Scope

Specify who this policy applies to (e.g., all employees, contractors, volunteers).

3. Eligible Expenses

- Travel
- Meals
- Accommodation
- Supplies
- Other (specify)

4. Approval Process

1. Submission of expense request
2. Required documentation
3. Approving authority (manager, finance, etc.)
4. Timeline for approval

5. Reimbursement Process

1. Procedure for claiming reimbursement
2. Submission deadline
3. Form or system to be used
4. Disbursement timeline

6. Non-Reimbursable Expenses

- Personal expenses
- Alcohol
- Fines/Penalties
- Other (specify)

7. Documentation Required

- Receipts
- Invoices
- Proof of payment
- Other (specify)

8. Exceptions

Outline any exceptions to this policy and the process for requesting exceptions.

9. Review and Amendment

State how often this policy will be reviewed and who can amend it.

Approval

Approved by:

Date:
