

# Expense Audit and Reimbursement Policy

## 1. Purpose

[Insert the purpose of this policy, e.g., "To define the procedures and requirements for expense audit and employee reimbursement."]

## 2. Scope

[State to whom the policy applies, e.g., "This policy applies to all employees submitting expenses for reimbursement."]

## 3. Eligible Expenses

- [Insert example of allowable expense, e.g., "Travel (airfare, lodging)"]
- [Insert example of allowable expense, e.g., "Meals related to business meetings"]
- [Insert example of allowable expense, e.g., "Office supplies"]

## 4. Non-Eligible Expenses

- [Insert example of non-allowable expense, e.g., "Personal entertainment"]
- [Insert example of non-allowable expense, e.g., "Alcohol unless pre-approved"]

## 5. Submission Process

- [Describe the process, e.g., "Complete and submit the expense form within 30 days of incurring expense."]
- [Mention required documentation, e.g., "Attach all original receipts or electronic copies."]
- [Approval workflow, e.g., "Obtain manager approval before submission to finance department."]

## 6. Expense Audit Procedure

- [Describe the auditing procedure, e.g., "Finance team will review the submitted expenses monthly."]
- [Mention compliance check, e.g., "Ensure all expenses comply with company policy."]
- [Reporting, e.g., "Discrepancies will be reported to the employee and manager."]

## 7. Reimbursement Schedule

[Describe timeline, e.g., "Approved expenses will be reimbursed within 15 business days."]

## 8. Responsibilities

Role	Responsibility
[Employee]	[Accurate submission of expenses and documentation]
[Manager]	[Review and approve expense reports]
[Finance]	[Audit and process reimbursements]

## **9. Policy Review and Update**

[State policy review frequency, e.g., "This policy will be reviewed annually and updated as necessary."]

## **10. Contact Information**

[Provide contact for questions, e.g., "For questions regarding this policy, contact HR at hr@example.com."]