

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

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

6. Expense Audit Procedure

1. [Describe the auditing procedure, e.g., "Finance team will review the submitted expenses monthly."]
2. [Mention compliance check, e.g., "Ensure all expenses comply with company policy."]
3. [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."]