

Expense Reimbursement Procedure Policy

1. Purpose

This policy outlines the procedures for submitting and processing expense reimbursement requests by employees of [Company Name].

2. Scope

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

3. Eligible Expenses

- Travel expenses (transportation, lodging, meals)
- Business supplies and materials
- Other pre-approved expenses

All expenses must be reasonable, necessary, and directly related to company business.

4. Procedure

- Complete the expense reimbursement form with supporting documentation (receipts, invoices).
- Submit the form to [department/contact] within [number] days of incurring the expense.
- Manager/Supervisor reviews and approves the request.
- Finance processes the approved reimbursement within [number] days.

5. Exceptions

Any exceptions to this policy require written approval from management.

6. Policy Review

This policy will be reviewed annually and updated as necessary.

Authorized Signature

Date: _____