

General Expense Management Policy Template

1. Policy Purpose

[Insert purpose of the expense management policy, such as outlining procedures and guidelines for employee business expenses.]

2. Scope

[Identify who is covered by this policy and what types of expenses are included.]

3. Expense Eligibility

- [Define eligible and ineligible expenses]
- [List examples of acceptable expenses]
- [State any limitations or exclusions]

4. Approval Process

1. [Describe steps for expense pre-approval (if required)]
2. [Specify required documentation]
3. [Explain approval hierarchies and responsibilities]

5. Submission and Reimbursement Procedure

- [State deadlines for submitting expenses]
- [Describe submission process and required formats]
- [Detail reimbursement timelines]

6. Non-Compliance

[Describe consequences for policy violations or non-compliance.]

7. Policy Review

[Indicate how often the policy will be reviewed and updated.]

8. Contact Information

[List department or individual to contact for questions regarding the policy.]