

Staff Expense Submission Policy

1. Purpose

This policy outlines the process and guidelines for submitting staff expenses for reimbursement. All employees are required to adhere to these procedures when claiming business-related expenses.

2. Scope

This policy applies to all employees of [Company Name] who incur expenses related to official business activities.

3. Eligible Expenses

- Travel (transportation, accommodation, meals)
- Office supplies
- Client entertainment
- Other business-related expenses as approved

4. Submission Procedures

- Complete the Expense Claim Form.
- Attach all supporting receipts and documentation.
- Submit claims within [X] days of incurring the expense.
- Obtain approval from your manager or supervisor.

5. Documentation Requirements

- Original receipts must be attached for each expense.
- Include a brief description of each expense.
- Incomplete submissions may be delayed or rejected.

6. Approvals

All expense submissions must be reviewed and approved by the employee's immediate supervisor or manager before reimbursement is processed.

7. Reimbursement Timeline

Approved expenses will be reimbursed within [X] business days from submission, provided all requirements are met.

8. Non-Reimbursable Expenses

- Personal expenses
- Alcoholic beverages (unless pre-approved)

- Fines and penalties
- Unapproved upgrades or extras

9. Contact

For questions regarding this policy, please contact [Finance Department/HR Department].

10. Acknowledgement

By submitting expenses, employees acknowledge they have read and understood this policy.

Sample Expense Claim Table

Date	Description	Amount	Receipt Attached	Approved By