

# Travel Expense Reimbursement Policy Template

## 1. Purpose

This policy outlines the guidelines and procedures for eligible employees to claim reimbursement of travel-related expenses incurred for official business activities.

## 2. Scope

This policy applies to all employees who incur expenses during authorized business travel.

## 3. Eligible Expenses

- Transportation (airfare, train, taxi, rental car, parking, etc.)
- Lodging
- Meals and incidentals
- Other business-related expenses (wifi, local transit, etc.)

## 4. Ineligible Expenses

- Personal expenses
- Alcoholic beverages
- Entertainment not related to business
- Upgrades not justified by business needs

## 5. Reimbursement Procedures

1. Complete the travel expense reimbursement form.
2. Attach original itemized receipts for all expenses.
3. Submit the form and receipts to the designated approver within \_\_\_\_\_ days of completing travel.

## 6. Approval Process

1. Submitted claims reviewed for completeness and compliance.
2. Approval by manager or designated authority required prior to reimbursement.

## 7. Policy Review

This policy will be reviewed periodically. Updates to the policy will be communicated to all employees.

## Sample Expense Report Table

Date	Expense Type	Description	Amount

## Employee Acknowledgement

I acknowledge that I have read, understand, and will comply with the Travel Expense Reimbursement Policy.

Employee Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_