

Business Expense Policy Statement

1. Purpose

This policy outlines the guidelines and procedures for incurring and reimbursing business-related expenses. All employees are required to adhere to these standards to ensure proper use of company resources.

2. Scope

This policy applies to all employees, contractors, and representatives who incur expenses on behalf of the company.

3. Allowable Expenses

- Travel (transportation, lodging, meals related to business travel)
- Client Meals and Entertainment
- Office Supplies
- Professional Development (conference fees, training)
- Other pre-approved expenses

4. Non-Allowable Expenses

- Personal items or services
- Alcohol not related to business entertainment
- Fines and penalties
- Expenses not supported by receipts

5. Expense Submission Procedure

1. Submit expense reports within 30 days of incurring the expense.
2. Include detailed receipts for all expenses.
3. Obtain appropriate management approval before submission.

6. Reimbursement

Valid and approved expenses will be reimbursed within 15 business days of submission. Incomplete submissions may result in delays.

7. Compliance

Failure to comply with this policy may result in denied reimbursements and/or disciplinary action.

Employee Signature: _____

Date: _____