

Corporate Expense Reimbursement Guidelines

This document outlines the policies and procedures for submitting and approving expense reimbursements. All employees are expected to adhere to these guidelines to ensure prompt and accurate processing of expense claims.

1. General Policy

- Expenses must be reasonable, necessary, and directly related to company business.
- Original receipts must be provided for all reimbursable expenses.
- Expense reports should be submitted within 15 days of incurring the expense.
- Non-compliance may result in delayed or denied reimbursement.

2. Eligible Expenses

- Transportation (airfare, taxi, rental car, mileage)
- Accommodation (hotel or lodging)
- Meals (subject to daily limits)
- Business supplies necessary for company activities
- Other pre-approved business-related expenses

3. Non-Reimbursable Expenses

- Personal entertainment
- Alcoholic beverages (unless pre-approved for business meal)
- Family or companion expenses
- Fines, penalties, or late fees
- Luxury upgrades (travel or lodging)

4. Submission Procedure

1. Complete the official expense reimbursement form.
2. Attach scanned or photocopied receipts for each claimed expense.
3. Submit the form to your direct supervisor for approval.
4. Approved forms should be forwarded to the Finance Department for processing.

5. Approval and Processing

- Managers/Supervisors are responsible for ensuring expenses comply with these guidelines.
- The Finance Department reserves the right to adjust or deny claims that do not meet requirements.
- Reimbursements will be processed within 15 business days of approval.

6. Expense Limits

Expense Category	Maximum Allowable Amount (per day)
Meals	\$50
Accommodation	\$150
Transportation (local)	\$40

7. Contact Information

For questions regarding these guidelines or reimbursement process, please contact the Finance Department at [*finance@company.com*](mailto:finance@company.com).