

Employee Expense Claim Policy Outline

1. Purpose

This policy outlines the guidelines and procedures for claiming reimbursement of business-related expenses incurred by employees.

2. Scope

This policy applies to all employees submitting claims for business expenses.

3. Eligible Expenses

- Travel (airfare, accommodation, transportation)
- Meals and entertainment
- Office supplies
- Other pre-approved business expenses

4. Ineligible Expenses

- Personal expenses
- Alcohol (unless pre-approved)
- Non-business-related costs
- Late fees, penalties, or fines

5. Submission Procedures

1. Complete the expense claim form.
2. Attach original receipts and supporting documents.
3. Submit claims within 30 days of expense occurrence.
4. Obtain line manager's approval prior to submission.

6. Approval Process

All claims must be reviewed and approved by the relevant authority before reimbursement.

7. Reimbursement

- Reimbursement will be provided via payroll or direct deposit.
- Processing time is typically within 15 business days of approval.

8. Policy Violations

Non-compliance with this policy may result in delayed or denied reimbursement and, if necessary, disciplinary action.