

Expense Allowance Policy Framework

1. Purpose

This framework outlines the guidelines and procedures for the reimbursement or allowance of business-related expenses incurred by employees in the course of performing their official duties.

2. Scope

This policy applies to all employees of [Company Name], including full-time, part-time, and contract staff, who incur expenses on behalf of the company.

3. Eligible Expenses

- Travel (transport, airfare, mileage)
- Accommodation
- Meals and entertainment (business-related)
- Office supplies and materials
- Training and development
- Other pre-approved business expenses

4. Expense Limits

Expense Category	Maximum Allowance	Notes
Accommodation	\$150/night	Standard room, receipts required
Meals	\$50/day	Excludes alcohol
Mileage	\$0.50/mile	Personal car use
Airfare	Economy class	Best available rate

5. Expense Submission

1. Submit expenses within 30 days of incurring the expense.
2. Attach original receipts and supporting documentation.
3. Complete expense claim forms accurately.
4. Obtain approval from the relevant manager/supervisor.

6. Non-Reimbursable Expenses

- Personal travel or entertainment
- Alcoholic beverages
- Fines, penalties or traffic violations
- Luxury or extravagant expenses
- Unapproved expenses

7. Review and Audit

All expense reimbursements are subject to periodic audit. False claims or misuse of this policy may result in disciplinary action.

8. Amendments

[Company Name] reserves the right to amend this framework at any time.