

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

- Submit expenses within 30 days of incurring the expense.
- Attach original receipts and supporting documentation.
- Complete expense claim forms accurately.
- 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.