

Expense Reimbursement Standard Policy

1. Purpose

This policy outlines the standards and procedures for reimbursing business-related expenses incurred by employees.

2. Scope

This policy applies to all employees submitting expense reimbursement claims for business-related activities.

3. Eligible Expenses

- Travel (airfare, taxi, mileage, parking)
- Lodging
- Meals and entertainment (with receipts)
- Office supplies and equipment
- Other pre-approved business expenses

4. Ineligible Expenses

- Personal expenses
- Alcoholic beverages (unless otherwise specified)
- Fines, penalties, or traffic violations
- Expenses without receipts (unless prior exception granted)

5. Submission Procedure

1. Complete the official expense report form.
2. Attach original itemized receipts for all expenses.
3. Submit expense report within 30 days of incurring the expense.
4. Obtain required managerial approval before submission.

6. Reimbursement Timeline

Approved expenses will be reimbursed within 15 business days of final approval.

7. Documentation Requirements

- Original, itemized receipts for all claimed expenses
- Explanation of business purpose
- Names of individuals (for meals/entertainment)

8. Review and Approval

All expenses will be reviewed by the Finance Department for compliance with this policy prior to reimbursement.

9. Policy Exceptions

Any exceptions to this policy require prior written approval from the Finance Manager.

Sample Expense Categories Table

Expense Category	Max Allowable	Receipt Required
Meals	\$50 per day	Yes
Hotel	\$200 per night	Yes
Mileage	IRS rate	Yes (log)