

Expense Repayment Policy

Effective Date: [Insert Date]

Approved By: [Insert Approver]

1. Purpose

This policy outlines the process for employees to claim repayment for eligible business expenses incurred during the course of official duties.

2. Scope

This policy applies to all employees of [Company Name] who incur expenses for approved business purposes.

3. Eligible Expenses

- Travel expenses (transportation, accommodation)
- Meal expenses during business trips
- Office supplies purchased for work
- Client entertainment (with prior approval)

4. Ineligible Expenses

- Personal items or services
- Alcoholic beverages (unless pre-approved)
- Expenses without valid receipts
- Non-business related travel or meals

5. Repayment Procedure

1. Complete the official expense claim form.
2. Attach scanned copies of supporting receipts/invoices.
3. Submit the claim to your supervisor within 30 days of expense.
4. Supervisor reviews and forwards to Finance for processing.

6. Repayment Timelines

Approved claims will be reimbursed within 15 business days from the date of approval.

7. Expense Limits

Expense Type	Maximum Amount (per day/event)
Meals	\$50
Accommodation	\$150
Transportation	\$100

8. Non-Compliance

Failure to comply with this policy may result in delay or denial of repayment and could lead to disciplinary action.

9. Review

This policy is reviewed annually and may be updated as required.

Contact: For questions regarding this policy, please contact [Finance Department Email].