

Simple Expense Reimbursement Policy

1. Purpose

This policy outlines the guidelines for submitting and reimbursing business-related expenses incurred by employees.

2. Eligible Expenses

- Transportation (e.g., public transport, taxi, mileage)
- Accommodation during business trips
- Meals during official business travel
- Office supplies required for work
- Other pre-approved expenses

3. Ineligible Expenses

- Personal expenses
- Alcoholic beverages
- Fines and penalties
- Unapproved overtime meals
- Expenses without valid receipts

4. Procedure

1. Complete the Expense Reimbursement Form with details and attach original receipts.
2. Submit the form to your supervisor within 30 days of incurring the expense.
3. Supervisor reviews and, if approved, forwards to the Finance Department.
4. Finance processes reimbursement within 15 business days of approval.

5. Documentation

- All claims must be accompanied by original, itemized receipts.
- Lack of documentation may result in denial of reimbursement.

6. Exceptions

Any exceptions to this policy require prior written approval from management.

7. Policy Review

This policy is subject to review and may be updated at the company's discretion.

Effective Date: _____

Approved by: _____