

# Travel and Expense Reimbursement Policy

Effective Date: \_\_\_\_\_

Approved By: \_\_\_\_\_

## 1. Purpose

This policy outlines the guidelines and procedures for reimbursement of business-related travel and expenses incurred by employees.

## 2. Scope

This policy applies to all employees who incur travel and business expenses on behalf of the Company.

## 3. Eligible Expenses

- Transportation (airfare, train, taxi, mileage)
- Lodging
- Meals and incidentals
- Business communications
- Other pre-approved expenses

## 4. Non-Reimbursable Expenses

- Personal expenses
- Alcoholic beverages
- Fines and penalties
- Upgrades (flights, hotels, etc.)
- Expenses without valid receipts

## 5. Approval Process

1. Obtain prior approval for travel from your supervisor.
2. Submit all expense reports within 14 days of return.
3. Attach all original itemized receipts and supporting documentation.

## 6. Reimbursement Procedure

1. Complete the expense reimbursement form.
2. Attach required receipts and documentation.
3. Submit to HR/Finance department for processing.
4. Reimbursements will be processed within 14 business days.

## 7. Travel Allowance Table (Sample)

Expense Type	Maximum Allowance	Notes
Hotel	\$150/night	Standard room only
Meals	\$50/day	Receipts required
Mileage	\$0.50/mile	Personal vehicle use

## 8. Policy Acknowledgement

I have read and understood the above Travel and Expense Reimbursement Policy.

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_