

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: _____