

COMPANY EXPENSE REIMBURSEMENT POLICY

Last Updated: February 2024

1. GENERAL GUIDELINES

1.1 Submission Timeline

- All expense claims must be submitted within 30 days of incurring the expense
- Claims submitted after 60 days will be automatically rejected
- Fiscal year-end expenses must be submitted by December 15th

1.2 Documentation Requirements

- Original itemized receipts are mandatory for all expenses
- Credit card statements alone are not acceptable as proof of purchase
- Electronic receipts must be clearly legible and show transaction details
- All receipts must show the date, amount, and vendor name

2. TRAVEL EXPENSES

2.1 Transportation

- Economy class for all flights under 6 hours
- Business class permitted for flights over 6 hours with prior approval
- Rail travel should be booked in standard class
- Taxi/ride-sharing services permitted when:
 - Public transportation is not available
 - Before 6:00 AM or after 10:00 PM
 - Carrying heavy business materials
 - Maximum single journey limit: \$100

2.2 Accommodation

- Hotel expenses capped at \$250 per night (excluding taxes)
- Maximum 4-star hotel rating
- Additional charges (mini-bar, movies, etc.) are not reimbursable
- Extended stays require prior management approval

2.3 Meals and Entertainment

- Daily meal allowance: \$75 (itemized receipts required)
- Business meals with clients: \$100 per person
- Alcohol is not reimbursable unless pre-approved for client entertainment
- Tips limited to 18% maximum

3. OFFICE EXPENSES

3.1 Equipment and Supplies

- Home office equipment requires prior approval
- Maximum \$500 per fiscal year for office supplies
- Technology purchases must go through IT department
- Software subscriptions require manager approval

3.2 Professional Development

- Training courses must be pre-approved
- Annual limit of \$2,000 for professional development
- Certification exam fees are reimbursable upon passing
- Required reading materials covered up to \$200 annually

4. REJECTION CRITERIA

Claims will be rejected for the following reasons: 1. Missing or illegible receipts 2. Exceeded spending limits 3. Late submission (over 60 days) 4. Unauthorized expenses 5. Incomplete documentation 6. Non-compliant with specific category rules 7. Duplicate submissions 8. Split transactions to circumvent limits

5. SPECIAL CIRCUMSTANCES

5.1 Emergency Expenses

- Emergencies must be documented and approved by department head
- Safety-related expenses will be prioritized
- COVID-related exceptions must be noted

5.2 International Expenses

- Foreign currency conversions based on transaction date
- International transaction fees are reimbursable
- Local tax regulations must be considered

6. APPROVAL PROCESS

6.1 Authority Levels

- Up to \$500: Direct Manager
- \$501-\$2,000: Department Head
- Over \$2,000: Executive Approval Required

6.2 Review Timeline

- Standard processing: 5 business days
- Rush processing available for urgent cases

- Year-end expenses may require additional processing time

7. COMPLIANCE

7.1 Audit Requirements

- All expenses subject to internal audit
- Random audits conducted quarterly
- Documentation must be retained for 7 years
- Fraudulent claims will result in disciplinary action

7.2 Policy Updates

- Policy reviewed annually
- Changes communicated via company email
- Employee acknowledgment required for major updates