

## Title: Reimbursement Policy Document

### Introduction:

This policy describes the reimbursement process for business-related expenses incurred by employees of [Your Company Name].

### 1. Travel Reimbursement:

- **Airfare**:

- Reimbursed for economy class only.
- Business class reimbursement requires explicit approval from senior management.

- **Local Travel**:

- Taxis, ride-shares, and car rentals are reimbursable within a reasonable budget.

- **Mileage**:

- Employees using personal vehicles for business travel will be reimbursed at \$0.50 per mile.

- **Submission**:

- Submit travel receipts within 14 days of travel.

### 2. Meal Reimbursement:

- **Eligibility**:

- Employees on official trips or attending approved events.

- **Limits**:

- Breakfast: \$15
- Lunch: \$25
- Dinner: \$50
- Alcoholic beverages are not reimbursed.

### 3. Work-From-Home Expenses:

- **Internet**:

- Monthly reimbursement up to \$30 for internet expenses.
- **\*\*Phone\*\***:
- Reimbursement for official calls up to \$20 per month.

#### 4. Client Entertainment Expenses:

- Reimbursable up to \$200 per client with prior approval.
- Expenses must be substantiated with receipts and event details.

#### 5. Submission Guidelines:

- Submit all reimbursement claims within 30 days of incurring the expense.
- Include original receipts and approval emails where applicable.

#### 6. Non-Reimbursable Items:

- Personal purchases, fines, penalties, and non-business-related expenses are not reimbursed.