PixelProofy Expense Reimbursement & Travelpolicy

**I. Purpose**

This policy outlines the procedures for reimbursing PixelProofy employees for business-related expenses. All employees are responsible for understanding and complying with this policy. Adherence to these guidelines ensures fair and consistent expense reimbursement practices.

**II. Eligible Expenses**

The following expenses, when incurred for legitimate business purposes, are generally reimbursable:

* **Travel:**
  + Transportation (airfare, train, car rental, mileage – see Section V for mileage rates)
  + Lodging (hotel accommodations)
  + Meals (within reasonable limits – see Section IV)
  + Ground transportation (taxis, ride-sharing services, public transportation)
  + Parking fees
  + Tolls
  + Business-related phone calls
  + Internet access (when necessary for business)
  + Visa fees (for international travel)
  + Currency exchange fees
* **Meals:** (See Section IV for per diem or reimbursement limits)
  + Business meals with clients or colleagues
  + Meals while traveling on business
* **Entertainment:** (Requires pre-approval from your manager)
  + Occasional entertainment of clients or business partners (must be directly related to business discussions)
* **Office Supplies:**
  + Necessary office supplies not readily available in the office.
* **Training and Professional Development:** (Requires pre-approval from your manager)
  + Fees for conferences, workshops, online courses, or certifications.
* **Other Business Expenses:** (Requires pre-approval from your manager)
  + Any other expenses directly related to conducting PixelProofy business not specifically listed above. Contact your manager *before* incurring the expense to determine if it is reimbursable.

**III. Expenses *Not* Reimbursable**

The following expenses are *not* reimbursable:

* Personal expenses (e.g., clothing, personal entertainment, haircuts)
* Expenses incurred for non-business purposes
* Expenses exceeding the limits outlined in this policy (see Section IV)
* Expenses without proper documentation (see Section VI)
* Fines or penalties (e.g., traffic tickets)
* Gifts (unless pre-approved by senior management)
* Commuting expenses to and from the office (unless specifically approved)
* Alcoholic beverages (unless part of a pre-approved client entertainment expense)

**IV. Expense Limits and Per Diems**

PixelProofy recognizes that expenses vary depending on location and circumstances. However, to maintain consistency and budgetary control, the following guidelines apply:

* **Meals:** Employees are expected to exercise reasonable judgment regarding meal expenses. Receipts are required for all meal expenses. [Specify if there is a per diem rate or a maximum amount per meal/day].
* **Lodging:** Employees should choose moderately priced hotels. [Specify if there are preferred hotel chains or rate limits]. Receipts are required for all lodging expenses.
* **Entertainment:** All entertainment expenses require pre-approval from your manager. Provide a detailed explanation of the business purpose of the entertainment, including the names of attendees and the topics discussed.
* **Other Expenses:** For any expenses not specifically listed, consult with your manager *before* incurring the expense to determine if it is reimbursable and if there are any spending limits.

**V. Mileage Reimbursement**

For employees who use their personal vehicles for business travel, mileage will be reimbursed at the current IRS standard mileage rate. You must submit a mileage log that includes the date, destination, business purpose, and number of miles driven.

**VI. Expense Reporting and Documentation**

* **Expense Reports:** All expense reports must be submitted electronically through [expense reporting software name/link].
* **Receipts:** Original receipts are required for all expenses, regardless of amount. [Specify if digital copies are acceptable]. Receipts must be itemized and clearly show the vendor name, date, amount, and description of the expense. For expenses under $[amount], a credit card statement showing the vendor and amount may be sufficient.
* **Business Purpose:** A clear and concise explanation of the business purpose of each expense is required. Vague descriptions such as "business meeting" are not sufficient. Provide specific details about the meeting, including the names of attendees and the topics discussed.
* **Deadlines:** Expense reports must be submitted by [date/frequency, e.g., the 5th of each month] for reimbursement.

**VII. Travel Arrangements**

* **Booking Travel:** Employees are encouraged to use [preferred travel agency/online booking tool] for booking travel arrangements. This helps ensure that we receive preferred rates and track travel expenses effectively.
* **Travel Policy:** Employees are expected to travel responsibly and cost-effectively. Choose reasonable flight times and hotel accommodations. Consider using public transportation or ride-sharing services instead of taxis when appropriate.
* **International Travel:** For international travel, ensure you have all necessary travel documents (passport, visa, etc.). Contact [relevant department/person] for assistance with international travel arrangements.

**VIII. Reimbursement Process**

Reimbursements will be processed [frequency, e.g., weekly/bi-weekly] after the expense report is approved by your manager. Reimbursements will be made via [method, e.g., direct deposit].

**IX. Policy Changes**

PixelProofy reserves the right to modify this expense reimbursement and travel policy at any time. Employees will be notified of any changes.

**X. Contact Information**

For any questions or concerns regarding this policy, please contact the accounting department at [email address removed].