

Expense Reimbursement Policy

Acme Corporation - Human Resources Policy

Version 3.0 - Effective Date: March 2024

1. Purpose

This policy establishes guidelines for employee expense reimbursement.

All employees are expected to exercise good judgment when incurring expenses.

2. Eligible Expenses

2.1 Business Travel: Airfare, hotel, ground transportation, meals

2.2 Client Entertainment: Meals and activities with clients or prospects

2.3 Professional Development: Conferences, training, certifications

2.4 Office Supplies: Items not available through standard procurement

2.5 Remote Work: Internet and home office equipment up to \$500 annually

3. Travel Guidelines

3.1 Airfare: Book economy class; business class allowed for flights over 6 hours

3.2 Hotels: Maximum \$250 per night in standard cities, \$350 in high-cost cities

3.3 Meals: Per diem of \$75 per day or actual expenses with receipts

3.4 Rental Cars: Compact or mid-size vehicles only; premium vehicles not covered

3.5 Mileage: Personal vehicle use reimbursed at \$0.67 per mile

4. Submission Requirements

4.1 Expenses must be submitted within 30 days of being incurred.

4.2 Original receipts required for all expenses over \$25.

4.3 Use Concur expense management system for all submissions.

5. Approval Workflow

- 5.1 Expenses under \$500: Automatic approval with valid receipts
- 5.2 Expenses \$500 - \$2,000: Manager approval required
- 5.3 Expenses over \$2,000: Director approval required
- 5.4 International travel: VP pre-approval required before booking

6. Non-Reimbursable Expenses

- 6.1 Personal entertainment or recreation
- 6.2 Alcoholic beverages except for client entertainment
- 6.3 Traffic violations, parking tickets, or fines
- 6.4 Clothing or personal items
- 6.5 First class or premium economy upgrades
- 6.6 Spouse or family travel expenses

7. Corporate Credit Card

- 7.1 Corporate cards are issued to employees traveling frequently.
- 7.2 Cards are for business expenses only.
- 7.3 Personal charges must be repaid within 10 business days.
- 7.4 Card limit is based on role: \$5,000 to \$25,000.

8. Processing Time

- 8.1 Approved expenses are reimbursed within 5 business days.
- 8.2 Reimbursement is via direct deposit to payroll account.

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