

Finance Department - Expense Reimbursement Policy

EXPENSE REIMBURSEMENT POLICY

1. Eligible Expenses

- Travel expenses (flights, hotels, transportation)
- Client entertainment and meals
- Office supplies and equipment
- Professional development and training
- Internet and mobile phone bills (partial)

2. Submission Process

- Submit expense reports within 30 days of incurring expense
- Attach original receipts for all claims
- Use company expense management system
- Manager approval required for amounts over \$500

3. Reimbursement Timeline

- Approved expenses processed within 10 business days
- Payment via direct deposit to registered bank account
- Monthly expense limit: \$2,000 per employee

4. Travel Expenses

- Book flights at least 2 weeks in advance for best rates
- Economy class for domestic, business class for international (8+ hours)
- Hotel: Maximum \$200 per night
- Meals: \$75 per day allowance

Contact: finance@company.com