

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