



dfvEXPENSES POLICY

1. Purpose

- 1.1 This Policy provides guidelines and rules governing expenses incurred by employees of <<insert Company name>> (“the Company”).
- 1.2 The Company shall reimburse any and all expenses which are detailed in, and approved in accordance with, this Policy.
- 1.3 The aims of this Policy are:
 - 1.3.1 to ensure that all expenses incurred by employees are reimbursed in a fair and timely manner;
 - 1.3.2 to ensure that the Company complies with its legal and tax obligations;
 - 1.3.3 to prevent corrupt practices both internally and externally including, but not limited to fraud and bribery; and
 - 1.3.4 to control costs and expenses within the Company.

2. Expenses

