

Policy 02: Expense Reimbursement

Effective Date: January 1, 2024

1. General Principles

Expenses must be reasonable, necessary, and business-related.

2. Travel

- Air Travel: Economy class for domestic flights. Premium Economy for international flights over 8 hours.
- Lodging: Standard room rate up to \$250/night in major cities, \$150/night elsewhere.

3. Meals

- Daily allowance: \$75 per day while traveling.
- Team lunches: \$25 per person max.
- Alcohol: Not reimbursable unless part of a client entertainment event (VP approval required).

4. Submission

- Receipts are required for all expenses over \$25.
- Expenses must be submitted within 30 days of incurrence via the finance portal.