

# EXPENSE REIMBURSEMENT POLICY

## Purpose

The purpose of this policy is to provide guidance to employees regarding the reimbursement process for expenses incurred on behalf of the company.

## General

### Monthly Expense Reports

Submit expense reports at least once a month and within 90 days of the invoice, service, or purchase date. We encourage you to consolidate all monthly expenses into a single report for efficient processing.

### Corporate Credit Card Limit

The maximum expense amount for corporate credit cards is \$5,000 USD.

### Receipt Requirements

For business expenses exceeding \$75 USD or the local currency equivalent, provide itemized receipts.

### Expense Submission Deadline

Submit expenses within 90 days of the purchase, expenditure, or invoice due date to facilitate budget management and accurate month-end reporting.

### Prepaid Service Expenses

For prepaid services, like quarterly or yearly payments, divide the total cost by the number of months and submit only one month's payment at a time. Use the same invoice copy each month.

### Client/Non-Team Member Expenses

Clearly indicate if the expense involves clients or non-team members, as tax requirements may differ in certain countries.

### Expense Approval Process

Expense reports must be approved by the team member's direct manager or their designated approver during absences. Approvers must ensure reasonableness and accuracy of submitted expenses.

### Expense Report Submission

Submit expense reports through Expense Reporting Software. Team members' managers must approve reports, followed by final approval from the Accounts Payable team on or before the 7th of each month for inclusion in the current month's payment.

### Reimbursement Criteria

Reimbursements are issued only for approved expenses.

## **Currency Conversion**

For non-USD expenses, use OANDA to determine exchange rates based on the expense date.

## **Business Travel Expenses**

### **Car Rental**

Reimbursable for all rentals up to full-sized cars. Purchase Third Party Liability insurance for foreign employees renting cars in the US or Canada. Do not purchase Collision Damage Waiver.

### **Flights**

Reimbursable for economy-class fares not booked through the default travel system. Exceptions require team leader approval. No coverage for significant others or family members.

### **Hotel**

Reimbursable for work travel, including dry cleaning (for stays over 3 days) and room service (for meals). Separate meal and parking expenses and categorize them as "Meals Company Provided" and "Transportation," respectively. No reimbursements for movies or mini bars.

### **Mileage**

Reimbursed according to local law (US rate per mile).

### **Per Diem**

\$100 USD daily cap for team activities and travel-related food/beverages.

Transportation/Parking: Reimbursable for parking, tolls, taxis, and rideshares related to company events, client meetings, or conferences.

## **Workspace Expenses**

### **Co-Working Space**

Reimbursable up to \$700 USD per month with prior approval from the manager and Finance. No contracts under the company name. No reimbursements for security deposits or advance payments.

### **Internet**

Reimbursable for monthly bills, excluding setup/change fees.

### **Laptops**

Company-provided unless unavailable in the region. Refresh laptops after three years. Contact IT for replacements due to damage.

### **Repairs**

Reimbursable for minor repairs. Obtain manager approval for significant repairs and consult with Business Operations for next steps.

### **Phone Service**

Reimbursable up to \$200 monthly for essential positions. No reimbursements for actual devices, accessories, or non-company plan members.

**Postage/Shipping/Customs Fees**

Reimbursable for work-related shipping and customs charges.

**Software**

Not reimbursable. Use the Procurement process for software purchases.

**Significant Life Events**

Gift expenses for team members or immediate family will be allocated to the departmental budget up to \$100 USD. Managers can send gifts or flowers on behalf of team members to acknowledge significant life events.

**Marketing Events**

Reimbursable for small purchases under \$2,000 USD not paid by corporate credit card.

**Client/Partner Meals**

Reimbursable, but use discretion when claiming expenses.

**Company Functions**

Reimbursable costs are predetermined by company management and specific to each event.

**Development & Growth****Professional Dues/Memberships**

Reimbursable with an approved program document. Use the "Growth and Development" tag in Expense Reporting Software.

**Conferences**

Reimbursable under "Growth & Development" with an approved program document. Claim receipts below \$1,000 USD through the default reimbursement system. Refer to Airfare and Transportation sections for travel expense instructions.

**Team Building**

Expenses for team activities and meals during special events are based on the department budget.

**Training/Tuition**

Reimbursable up to \$10,000 with manager approval, categorized under "Growth and Development."