

Expenses & Reimbursement Policy

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1. Purpose

This policy defines what business expenses are reimbursable and how to submit them.

2. Meals

Meal reimbursement is capped at **25€ per person** (lunch) and **35€ per person** (dinner). Alcohol is not reimbursable.

For group meals, itemize attendees and business purpose.

3. Receipts

Receipts are required for any expense above **10€**. Digital receipts are acceptable if legible.

4. Submission Timeline

Submit expenses within **30 days** of the expense date. Late submissions may be rejected.

5. Notes

This document is confidential and intended for internal use only. If you have questions, contact the Policy Owner listed in the Responsibilities section.