

Expense Reimbursement Policy Employer: OYSTER HR

This **Expense Reimbursement Policy (the "Policy")** for **OYSTER HR (the "Employer")** describes guidelines all employees ("Employees" or singularly "Employee") must follow when spending money in a work-related capacity.

This Policy relates to expenses such as when employees travel for work, host business-related meals, or purchase items needed for work from their own personal funds. The purpose of the Policy is to ensure employees understand which expenses are covered and which are not, as well what responsibilities the employee undertakes regarding expenses.

Covered Expenses

Employer will generally cover work-related expenses for Employees. Work-related expenses are defined as those that are directly related to Employee's work for Employer. Work-related expenses may either be directly paid by the Employer or paid initially by the Employee and reimbursed.

Employer will cover the following work-related expenses, but please be advised all below expenses are subject to approval and will not be approved categorically:

- Expenses related to Employee's work phone, subject to Employee's work phone being utilized exclusively for work with no personal activity permitted
- Expenses related to Employee's business travel, such as plane tickets, accommodations, car rentals, gas coverage, required visas, and vaccinations
- Expenses related to Employee's meals when performing work activities, such as on work trips or at work events
- Expenses for reasonable entertainment that the Employee is responsible for in regards to Employer's clients or other business-related third-parties
- Certain training and education related to the Employee's work for Employer
- Tools and equipment related to the Employee's work for Employer
- Professional fees and licenses
- Expenses for all work related Equipment purchased from the company vendor

For expenses that Employee may wish to have covered that are not on the above list, Employee may communicate with their direct supervisor to request coverage. Please be advised that coverage is not guaranteed.

Non-covered Expenses

The following are considered categorically non-covered expenses for which Employee must bear the cost:

- Unauthorized or personal meetings or travel
- Expenses related to the lapse of a professional license
- Expenses not related to Employee's work for Employer

- Unauthorized upgrades when traveling or renting equipment on behalf of Employer
- Fines related to speeding or other driving violations

The above list is to be considered non-exhaustive. For any questions regarding covered or non-covered expenses, Employee is advised to speak with their direct supervisor.

Disciplinary Action

Employees that are found to have falsified documents or exaggerated expenses will be subject to disciplinary action, up to and including termination.



EMPLOYEE DATE & SIGNATURE



Management

