

## **MadeUpName, LLC**

### **Expense Reimbursement Policy**

#### **Purpose**

This policy ensures that employees of MadeUpName, LLC are reimbursed for reasonable and necessary expenses incurred while conducting company business. It provides guidelines for submitting, approving, and processing reimbursement requests.

#### **Scope**

This policy applies to all employees, contractors, and interns who incur business-related expenses on behalf of MadeUpName, LLC.

#### **1. Eligible Expenses**

Reimbursable expenses include, but are not limited to: - Business travel (transportation, lodging, and meals).

- Client meetings and events.
- Approved professional development (training, certifications, conferences).
- Office supplies or equipment purchased for company use.
- Internet or mobile costs for remote employees when pre-approved.

#### **2. Non-Reimbursable Expenses**

Examples of non-reimbursable expenses include: - Personal travel or entertainment.

- Alcohol (unless part of an approved client event).
- Traffic fines or parking violations.
- Upgraded travel arrangements (e.g., business class) without prior approval.
- Home office furniture unless approved by management.

#### **3. Approval Process**

- Employees must obtain manager approval before incurring expenses exceeding \$100.
- Expense reports must include itemized receipts for all expenditures over \$25.
- Reports must be submitted within 30 days of the expense date.

#### **4. Submission Procedure**

- Submit expense reports through the company's designated reimbursement system.
- Attach all receipts, proof of payment, and business purpose descriptions.
- HR or Accounting will review and process reimbursements within 10 business days of approval.

#### **5. Travel Guidelines**

- Employees should choose cost-effective transportation and lodging.
- Meals are reimbursed up to a daily limit of \$60, including tax and tip.
- Use of personal vehicles for business travel is reimbursed at the IRS-approved mileage rate.

#### **6. Corporate Credit Cards**

Employees issued company credit cards must use them only for approved business expenses and retain receipts for reconciliation.

## **7. Audit and Compliance**

Expense reports are subject to periodic review by management or finance. False claims or misuse of company funds may result in disciplinary action.

## **8. Tax Compliance**

Reimbursements will comply with IRS regulations for accountable plans. Non-compliant reimbursements may be treated as taxable income.

## **9. Responsibility**

- **Employees:** Submit accurate and timely expense reports.
- **Managers:** Review and approve expenses responsibly.
- **HR/Finance:** Verify documentation and ensure timely payment.

**Effective Date:** January 2025

**Next Review Date:** January 2026

**Policy Owner:** Human Resources Department