

# **Corporate Expense Reimbursement Policy**

**Nexus Intelligent Systems, Inc.**

## **1. Purpose and Scope**

1 This Corporate Expense Reimbursement Policy ("Policy") establishes the comprehensive guidelines for expense reporting, submission, and reimbursement for all employees of Nexus Intelligent Systems, Inc. (the "Company").

2 The Policy applies to all full-time, part-time, and contract employees who incur business-related expenses in the course of their professional responsibilities.

## **2. Definitions**

1 "Authorized Expense" shall mean any reasonable and necessary business expense directly related to the Company's operations, pre-approved by an employee's direct supervisor or the appropriate executive leadership.

2 "Expense Report" refers to the standardized documentation required for submitting reimbursement requests, including all supporting receipts and documentation.

3 "Reimbursable Expenses" include, but are not limited to:

- a) Business travel
- b) Client meetings and entertainment
- c) Professional development and training
- d) Technology and communication expenses
- e) Remote work equipment and supplies

## **3. General Reimbursement Principles**

1 All expenses must:

- Be directly related to business objectives
- Represent the most cost-effective option
- Comply with applicable tax regulations
- Be submitted with complete and accurate documentation

2 The Company reserves the right to deny reimbursement for expenses that do not meet these criteria.

## **4. Expense Categories and Limitations**

### **1 Travel Expenses**

- a) Airfare: Economy or standard business class
- b) Lodging: Reasonable accommodations at standard corporate rates
- c) Ground Transportation: Taxi, rideshare, rental car, or public transit
- d) Per Diem Rates: Established annually by the Finance Department

### **2 Meal and Entertainment Expenses**

- a) Business meals limited to \$75 per person
- b) Client entertainment expenses require explicit pre-approval
- c) Alcohol expenses are generally non-reimbursable

### **3 Technology and Communication**

- a) Mobile phone stipend up to \$75 monthly
- b) Home office equipment subject to annual review
- c) Software and professional tool subscriptions with executive approval

## **5. Submission and Approval Process**

### **1 Expense Report Requirements**

- Completed within 30 days of expense incurrence
- Submitted through the Company's designated expense management platform
- Include original receipts for expenses over \$25
- Detailed description of business purpose

### **2 Approval Workflow**

- a) Employee submission
- b) Direct supervisor review
- c) Finance Department verification
- d) Final approval and reimbursement processing

## **6. Compliance and Audit**

- 1 The Company maintains the right to audit expense reports and request additional documentation.

2 Intentional misrepresentation of expenses may result in disciplinary action, including potential termination.

## **7. Reimbursement Timelines**

1 Approved expense reports will be processed within 15 business days.

2 Reimbursement will be made via direct deposit to the employee's designated bank account.

## **8. Policy Modifications**

1 This Policy is subject to periodic review and modification by the Finance and Legal Departments.

2 Employees will be notified of any material changes to the expense reimbursement guidelines.

## **9. Acknowledgment**

By submitting expenses for reimbursement, employees acknowledge understanding and agreement with this Policy.

## **10. Effective Date**

This Policy is effective as of January 1, 2024, superseding all previous expense reimbursement guidelines.

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Approved By:

Dr. Elena Rodriguez

Chief Executive Officer

Nexus Intelligent Systems, Inc.

Date: January 22, 2024