

# Employee Expense Guidelines

## Expense Policy Overview

Employees may incur reasonable business expenses with proper approval. All expenses must be business-related, necessary, and properly documented.

Submit expense reports within 30 days of incurring expense. Late submissions may not be reimbursed.

## Approval Requirements

Expenses under \$500: Manager approval. \$500-\$2000: Department head approval. Over \$2000: VP approval required before incurring expense.

Pre-approval required for travel, conferences, and large purchases. Emergency expenses can be approved retroactively with justification.

## Eligible Expenses

Business travel (flights, hotels, ground transportation), client entertainment, office supplies, professional development, business meals.

Home office equipment (with approval), internet reimbursement for remote workers, mobile phone reimbursement.

## Ineligible Expenses

Personal expenses, alcohol (except client entertainment with approval), traffic violations, personal travel, gym memberships (except wellness program).

First-class travel (except international flights over 6 hours), luxury accommodations, excessive meal costs.

## Receipt Requirements

Receipts required for all expenses over \$25. Digital photos of receipts acceptable. Credit card statements alone are not sufficient.

Receipts must show: Date, vendor, amount, items purchased. Missing receipts require written explanation and manager approval.

## Expense Categories

Travel: Flights, hotels, rental cars, parking, tolls, taxis/rideshare. Meals: Business meals, client entertainment. Supplies: Office supplies, equipment.

Professional Development: Courses, conferences, books, certifications. Other: Specify in expense report with explanation.

## Per Diem Rates

Domestic travel: \$75/day for meals. International travel: Varies by location, see finance portal for rates.

Per diem covers meals and incidentals. Receipts not required for per diem. Cannot claim both per diem and actual meal expenses.

## Corporate Credit Cards

Corporate cards issued to frequent travelers and managers. Use for business expenses only. Submit expense reports monthly even if using corporate card.

Personal charges on corporate card must be reimbursed immediately. Repeated misuse may result in card revocation.

## Reimbursement Timeline

Expense reports processed within 10 business days of approval. Reimbursement via direct deposit to payroll account.

Incomplete or improperly documented reports will be rejected with explanation. Correct and resubmit promptly.

## **Currency and Exchange Rates**

International expenses should be submitted in original currency. System automatically converts using exchange rate on transaction date.

Keep currency conversion receipts for large expenses. Credit card exchange rates are acceptable for small purchases.

## **Mileage Reimbursement**

Personal vehicle use for business reimbursed at IRS standard rate (currently \$0.655/mile). Submit mileage log with start/end locations and business purpose.

Commuting miles not reimbursable. Only business miles beyond normal commute are eligible.