

Employee Reimbursement Process

Reimbursement Eligibility

Employees reimbursed for approved business expenses paid with personal funds. Expenses must be reasonable, necessary, and properly documented.

Submit reimbursement requests within 30 days of expense. Late submissions may be denied.

Expense Report Submission

Submit expense reports through finance portal. Include: Date, vendor, amount, business purpose, attendees (if applicable).

Attach receipts for all expenses over \$25. Categorize expenses correctly. Route to appropriate approver.

Required Documentation

Receipts must show: Date, vendor name, items purchased, amount paid. Credit card statements alone insufficient.

For meals: List attendees and business purpose. For mileage: Provide start/end locations and business purpose.

Approval Workflow

Expense reports route to manager for approval. Manager verifies business purpose and policy compliance.

Finance reviews for completeness and policy compliance. Approved reports processed for payment.

Reimbursement Timeline

Approved expense reports processed within 10 business days. Payment via direct deposit to payroll account.

Check payment available upon request but takes additional 3-5 days. International reimbursements may take longer.

Common Reimbursable Expenses

Business travel (flights, hotels, meals, transportation), client entertainment, office supplies, professional development, home office equipment (approved).

Mileage for business use of personal vehicle, mobile phone (if not provided by company), internet for remote workers.

Non-Reimbursable Expenses

Commuting costs, personal expenses, traffic violations, alcohol (except approved client entertainment), luxury items.

Late fees or interest charges, personal entertainment, gym memberships (except wellness program), personal travel.

Mileage Reimbursement

Personal vehicle use for business reimbursed at IRS standard rate. Submit mileage log with dates, destinations, business purpose, miles driven.

Only business miles reimbursed, not commuting. Use mapping tool to calculate distance. Round trip miles for there-and-back trips.

International Expense Reimbursement

Submit expenses in original currency. System converts using exchange rate on transaction date.

Keep currency exchange receipts. Credit card exchange rates acceptable. VAT refunds processed separately.

Corporate Card Reconciliation

Corporate card expenses require expense report even though company pays directly. Submit monthly reconciliation.

Categorize and document all charges. Personal charges must be reimbursed immediately. Missing receipts require explanation.

Rejected Expense Reports

Rejected reports returned with explanation. Common reasons: Missing receipts, policy violation, insufficient documentation, late submission.

Correct issues and resubmit. Contact finance with questions. Repeated violations may result in reimbursement privileges suspension.

Tax Implications

Some reimbursements may be taxable income (relocation, personal use of company property). Consult tax advisor for personal tax questions.

Company reports taxable reimbursements to tax authorities. Employees responsible for personal tax compliance.