

# Small Business Claims Policy

## Purpose

This policy establishes clear procedures for employees to submit and process expense claims and reimbursements in a fair, timely, and transparent manner.

## Scope

This policy applies to all employees, contractors, and authorized personnel of BlueSky Solutions LLC.

## Eligible Expenses

### Business Travel

- Transportation (flights, trains, buses, taxis, rideshare)
- Accommodation (hotels, lodging)
- Meals and Entertainment (within daily limits)
- Parking and tolls

### Business Meals & Entertainment

- Client meetings and entertainment
- Team meetings over meals
- Conference and seminar meals not provided

### Office Supplies & Equipment

- Necessary office supplies
- Software subscriptions (pre-approved)
- Small equipment purchases under RM 200

### Professional Development

- Training courses and certifications
- Professional memberships
- Business books and publications

## Spending Limits

- **Meals:** RM 50 per day for travel, RM 25 per person for business meals
- **Accommodation:** Reasonable standard business hotels
- **Equipment:** Requires manager approval for items over RM 200

## Submission Requirements

### Documentation

- Original receipts (digital copies accepted)
- Completed expense claim form
- Business purpose explanation
- Manager approval signature

### Timeframe

- Submit claims within **30 days** of expense
- Monthly submission deadline: **5th of following month**

### Required Information

- Date of expense
- Amount and currency
- Vendor/supplier name
- Business justification
- Project or client code (if applicable)

## Approval Process

1. Employee submits claim with documentation
2. Direct manager reviews and approves
3. Finance department processes payment
4. Reimbursement issued within **10 business days**

## Non-Reimbursable Expenses

- Personal meals and entertainment
- Alcoholic beverages (unless client entertainment)
- Personal travel or accommodation
- Traffic fines and penalties
- Personal phone calls
- Tips exceeding 20%

## Payment Methods

- Direct deposit to employee bank account
- Company credit card for pre-approved large expenses
- Petty cash for small office purchases under RM 25

## Record Keeping

- All receipts and documentation retained for **7 years**
- Digital copies stored in company expense management system

- Annual expense reports provided to employees for tax purposes

## Policy Violations

Fraudulent or inappropriate claims may result in:

- Claim denial
- Repayment requirement
- Disciplinary action
- Termination in severe cases

## Contact Information

For questions regarding this policy, contact:

- **Finance Department:** [finance@bluesky-solutions.com](mailto:finance@bluesky-solutions.com) | (555) 123-4567
- **HR Department:** [hr@bluesky-solutions.com](mailto:hr@bluesky-solutions.com) | (555) 123-4568

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**Effective Date:** January 1, 2024

**Review Date:** January 1, 2025

**Approved by:** Sarah Mitchell, CEO

*This policy is subject to change. Employees will be notified of any updates.*