

Global Expense Reimbursement Policy - Part 1

1. Reimbursable Expenses

- Business travel flights (Economy class).
- Client dinners (capped at \$100 per head).
- Office supplies purchased for remote work.

2. Submission Process

Expenses must be uploaded to Concur by the 25th of the month.

Global Expense Reimbursement Policy - Part 2

3. Non-Reimbursable Items

- Personal entertainment (movies, alcohol exceeding limits).
- Parking fines or traffic violations.

4. Approval Workflow

Expenses under \$500 are auto-approved. Expenses over \$500 require VP approval.