# Accountable Plan for

**(“Company”)**

The Company states the terms of its accountable plan:

1. This accountable plan adopts the requirements of Treas. Reg. Section 1.62-2 and all other laws governing accountable plans and employee reimbursements.
2. Employees must document and substantiate all business expenses to the full extent of the law and in a timely fashion, as required by Treas. Reg. Section 1.62- 2.
3. Payments made that are not substantiated will be paid back within in a reasonable period of time.

Treas. Reg. Section 1.62-2 minimum requirements regarding timeliness:

* A “reasonable period of time” for any required company or employee act depends on the facts and circumstances of the situation.
* The following safe harbors are always timely:
  + Advances made within 30 days of when an expense is paid or incurred
  + Substantiation of an expense made within 60 days after the expense is paid

or incurred

* + Returns of amounts in excess of substantiated expenses made within 120 days after the expense is paid or incurred
  + Substantiation of expenses or returns of excess amounts made within 120 days after the receipt of a periodic statement (if the periodic statement is made at least quarterly)

Company

Title

Date