## Expense Policy Document

### **1. Travel Expense Policy**

**Purpose:** This policy ensures that all business travel expenses are reasonable, necessary, and within budget.

**Covered Expenses:**

* **Airfare:** Only economy class is reimbursable unless pre-approved by management. Employees should book tickets at least 14 days in advance to secure the best rates.
* **Ground Transportation:** Ride-sharing (Uber, Lyft), taxis, and public transport are reimbursable. Rental cars require prior approval and must be booked through approved vendors.
* **Mileage Reimbursement:** Employees using personal vehicles for business travel will be reimbursed at $0.58 per mile. GPS logs or odometer readings must be submitted as proof.
* **Travel Insurance:** Only approved business-related travel insurance is reimbursable. Employees should check with HR before purchasing any travel insurance.
* **Parking & Tolls:** Reimbursed with receipts. Parking should be in economy lots unless necessary for business purposes.

**Non-Reimbursable Expenses:**

* Personal entertainment, movies, or minibar expenses.
* First-class or business-class airfare unless explicitly approved by senior management.
* Excess baggage fees unless required for business purposes and pre-approved.
* Travel expenses for family members unless explicitly stated in an employment contract.

### **2. Food & Meal Expense Policy**

**Purpose:** Defines reimbursable food expenses for business meetings and travel.

**Meal Allowances:**

* **Breakfast:** $15 per day; must be purchased before 10 AM.
* **Lunch:** $25 per day; only reimbursable if traveling or on an approved business lunch.
* **Dinner:** $50 per day; meals should be reasonable and within policy limits.
* **Per Diem Limit:** $90 per day (including snacks and beverages).

**Reimbursable Expenses:**

* Client meals with proper documentation, including attendee names and business purpose.
* Group meals when traveling for work, if within the daily allowance.
* Coffee and snacks purchased for client meetings up to $10 per purchase.

**Non-Reimbursable Expenses:**

* Alcoholic beverages beyond one drink per meal (up to $15 limit per drink).
* Lavish or extravagant meals beyond per diem limits.
* Tips exceeding 20% of the bill amount.
* Meal expenses for non-business guests.

### **3. Hotel Accommodation Expense Policy**

**Purpose:** Defines acceptable lodging expenses for business-related travel.

**Covered Expenses:**

* **Standard room rates:** Up to $200 per night unless pre-approved.
* **Wi-Fi and Business Center Charges:** Reimbursable if required for work.
* **Laundry:** Reimbursed only for trips longer than five days.

**Non-Reimbursable Expenses:**

* Personal services (spa, gym, movies, minibar, or room upgrades).
* Additional charges for guests unrelated to the business.
* Late checkout or no-show fees unless due to business requirements.
* Hotel loyalty program fees.

### **4. IT Equipment & Software Expense Policy**

**Purpose:** Covers technology-related expenses necessary for business operations.

**Reimbursable Items:**

* **Work Laptops & Accessories:** Includes monitors, keyboards, and necessary peripherals, subject to approval.
* **Software Subscriptions:** Must be approved by IT and management before purchase.
* **Internet Bills:** Partial reimbursement for remote employees up to $50/month.
* **Mobile Phones:** Employees in eligible roles can receive up to $75 per month reimbursement for business use.

**Non-Reimbursable Items:**

* Personal software, apps, or subscriptions not approved by IT.
* Unauthorized IT hardware purchases outside of company procurement.
* Repairs for personal devices not owned by the company.
* Non-business-related mobile phone usage beyond reimbursement limits.

### **Submission and Approval Process**

* **Expense Submission Deadline:** All expenses must be submitted within 30 days via the expense reporting system.
* **Receipt Requirements:** Receipts are required for all expenses exceeding $25. Digital copies must be uploaded to the system.
* **Approval Workflow:**
  + Employee submits expenses via the designated platform.
  + Direct manager reviews and approves within seven days.
  + Finance team processes reimbursements within 14 business days.
* **Policy Violations:** Expenses violating policy terms may not be reimbursed. Repeated violations may lead to disciplinary action.

This updated policy document provides additional details to help your API analyze invoice receipts against the defined reimbursement rules. Let me know if you need further refinements!