

# Company Expense Reimbursement Policy

Last updated: March 2025

## 1. PURPOSE

This document outlines the standards and procedures for submitting business-related expenses and receiving reimbursement. The goal is to ensure fair, auditable, and policy-compliant handling of employee claims.

## 2. ELIGIBLE EXPENSES

The following are considered reimbursable:

- Transportation (e.g., taxi, train, economy flights)
- Business meals (excluding alcohol)
- Hotel accommodations (standard rate)
- Conference and seminar registrations
- Office-related purchases under 300 EUR

## 3. NON-REIMBURSABLE ITEMS

The following items will not be reimbursed:

- Alcoholic beverages
- Personal travel costs or leisure upgrades
- Tips exceeding 15% of bill
- First-class or business-class tickets (unless pre-approved)
- Personal care (e.g., spa, gym, minibar)

## 4. RECEIPT & DOCUMENTATION

- Claims must include a legible PDF or scanned copy of the original receipt.
- Handwritten totals must be avoided unless clearly annotated by the vendor.

- Each receipt must clearly display date, vendor name, items purchased, and amount.

## 5. CATEGORIZATION RULES

Each item must be appropriately categorized:

- “Taxi” → Transportation
- “Bread, Lunch” → Meals
- “Conference Ticket” → Registration

Incorrect or misleading categorization will delay processing.

## 6. DECLARED TOTAL & VERIFICATION

The declared amount in your submission must match the receipt total. Discrepancies of more than 10 EUR will require manual justification or will be flagged.

## 7. TIMELINE

All claims must be submitted within 30 days of the expense date. Claims submitted later may be rejected unless exceptional circumstances are provided.

## 8. HIGH-VALUE CLAIMS

- Any single claim above 500 EUR requires written pre-approval.
- Large claims must be broken into detailed line items for auditing purposes.

## 9. COMPLIANCE & AUDIT

All claims are subject to internal audit. False claims or repeated violations may lead to disciplinary action.

## 10. CONTACT

For unclear cases or exceptions, please contact [finance@company.org](mailto:finance@company.org) before submission.