

# Company Expense Policy Document

## 1. Purpose:

This document outlines the rules and procedures for submitting employee expense claims.

## 2. Allowable Expenses:

Employees are reimbursed for reasonable and necessary expenses incurred for business purposes, including:

- Transportation (e.g., taxi, train, flight)
- Meals during business travel (excluding alcohol)
- Hotel accommodations
- Conference or seminar registrations

## 3. Alcohol Policy:

Alcoholic beverages are strictly NOT reimbursable under any circumstances. If included on a bill, the alcohol portion must be deducted from the total claim.

## 4. Expense Categorization:

Each expense item must be categorized appropriately. Misleading categories may delay processing.

Examples of valid categories:

- "Taxi Ride" -> Transportation
- "Conference Ticket" -> Registration
- "Bread" or "Groceries" -> Meals

If unsure about categorization, submit under "Miscellaneous" with justification.

## 5. Submission Guidelines:

- All receipts must be attached as original PDFs or scanned copies.
- Total claimed amount must reflect the actual invoice amount.
- Claims must be submitted within 30 days of the expense date.
- Claims exceeding 500 EUR must be split into two submissions if policy requires pre-approval.

## 6. Compliance:

Violations of this policy may result in reimbursement denial or further investigation.

Thank you for your cooperation.

For any questions, please contact [finance@company.com](mailto:finance@company.com).

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