

Corporate Expense Reimbursement Policy

This policy outlines the guidelines and procedures for employees seeking reimbursement for business-related expenses incurred on behalf of [Company Name]. Adherence to this policy is mandatory for all employees.

General Principles

- **P001: Business Purpose:** All expenses submitted for reimbursement must be directly related to company business and serve a legitimate business purpose.
- **P002: Documentation:** Original receipts or invoices are required for all expenses. Digital copies are acceptable if they clearly show the vendor, date, amount, and itemized details. In cases where a receipt is unavailable, a detailed explanation and any supporting documentation must be provided.
- **P003: Timely Submission:** Expense reports must be submitted within [Number] business days of the expense being incurred or the completion of the business trip.
- **P004: Approval:** All expense reports must be approved by the employee's direct manager or designated approver before reimbursement can be processed.
- **P005: Compliance:** Employees are expected to comply with all aspects of this policy. Non-compliance may result in delayed reimbursement or non-reimbursement of expenses.

Specific Expense Categories

Hotel Expenses

- **P006: Hotel Limit:** The maximum reimbursement for hotel expenses is \$5,000.00 USD per trip, regardless of the duration.
- **P007: Approved Accommodation:** Employees are encouraged to seek reasonably priced accommodation. Luxury hotels or suites will not be reimbursed unless pre-approved by [Senior Management/Department Head] for specific business reasons.
- **P008: Incidentals:** Personal incidentals such as in-room movies, mini-bar charges, or personal phone calls are not reimbursable.

Meals

- **P009: No Meal Reimbursement:** The company **does not reimburse** for individual employee meals (breakfast, lunch, or dinner) during business travel or regular workdays.
- **P010: Business Meals:** Reimbursement for meals with clients or external business associates may be considered if pre-approved and accompanied by a detailed explanation of the business purpose and attendees.

Transportation

- **P011: Approved Transportation:** Reasonable and necessary transportation expenses, such as flights, trains, taxis, ride-sharing services (e.g., Uber/Lyft), or public transportation, are reimbursable.
- **P012: Air Travel:** Economy class is the standard for air travel. Business or first-class travel requires prior approval from [Senior Management/Department Head].
- **P013: Personal Vehicle Mileage:** Mileage for use of a personal vehicle for business purposes will be reimbursed at the standard rate set by [Company Name] (or the prevailing government rate, if applicable). Tolls and parking fees are also reimbursable with receipts.
- **P014: Rental Cars:** Rental cars should be economy or mid-size vehicles. Luxury or sports cars are not reimbursable. Fuel costs for rental cars are reimbursable with receipts.

Conference and Training Fees

- **P015: Pre-Approval:** Conference registration fees and professional training course fees must be pre-approved by the employee's manager and [Relevant Department, e.g., HR/Training].
- **P016: Documentation:** Proof of registration and payment is required for reimbursement.

Other Expenses

- **P017: Miscellaneous Expenses:** Other necessary and reasonable business expenses not explicitly covered above may be reimbursed with appropriate documentation and a clear business justification. Examples include business-related supplies or necessary communication costs.
- **P018: Non-Reimbursable Expenses:** The following expenses are generally not reimbursable:
 - Personal entertainment (e.g., movies, concerts, sporting events)
 - Alcoholic beverages (unless part of an approved business meal with clients)
 - Personal care items
 - Fines or penalties (e.g., parking tickets, traffic violations)
 - Childcare or pet care expenses
 - Spousal or family travel expenses

Reimbursement Process

- **P019: Expense Report Form:** Employees must use the official [Company Name] expense report form or designated online system for submission.
- **P020: Direct Deposit:** Reimbursements will be processed via direct deposit to the employee's designated bank account.

- **P021: Audit:** All expense reports are subject to audit by the Finance Department.

By adhering to this policy, employees contribute to the responsible management of company resources.