

TechFlow Solutions

Employee Expense Reimbursement Form

Comprehensive Documentation and Processing Framework

Form Information - Form Title: Employee Expense Reimbursement Request
- Form Number: TFS-HR-001 **- Version:** 3.1 **- Effective Date:** January 1, 2025 **- Department:** Human Resources / Finance **- Process Owner:** Sarah Martinez, HR Director **- Approval Authority:** Finance Department **- Retention Period:** 7 years (IRS compliance)

Form Instructions and Guidelines

Submission Requirements

Submission Deadline: All expense reports must be submitted within 30 days of expense incurrence. Expenses submitted after 60 days will require director-level approval for processing.

Required Documentation: All expenses must include original receipts or electronic receipts for amounts over \$25. For expenses under \$25, a business justification may be substituted for missing receipts (maximum 5 instances per quarter).

Approval Workflow: - Expenses under \$500: Direct manager approval - Expenses \$500-\$2,500: Department director approval
- Expenses over \$2,500: VP-level approval required - International travel: Pre-approval required regardless of amount

Eligible Expense Categories

Business Travel and Transportation: - Airfare (economy class standard, business class for flights over 6 hours) - Ground transportation (taxis, rideshare, rental cars, parking) - Hotel accommodations (up to \$275/night in major metropolitan areas) - Meals during travel (per diem rates apply, see attached schedule) - Business mileage reimbursement (current IRS rate: \$0.67/mile)

Client Entertainment and Business Meals: - Client meals and entertainment (pre-approval required for amounts over \$200) - Business meals with colleagues during extended work sessions - Conference and networking event meals not included in registration - Team building activities and employee recognition events - Holiday parties and company-sponsored celebrations

Professional Development and Training: - Conference registration fees and workshop costs - Professional certification and licensing fees - Business books,

publications, and educational materials - Online training platforms and course subscriptions - Professional association memberships and dues

Office Supplies and Equipment: - Computer peripherals and accessories under \$500 - Software licenses and subscriptions for business use - Office supplies for home office setup (remote employees) - Business cards and marketing materials - Ergonomic equipment and furniture (with manager approval)

Communication and Technology: - Mobile phone service (business portion only) - Internet service for remote work (partial reimbursement) - Video conferencing software and collaboration tools - Cloud storage and backup services - International roaming charges for business travel

Non-Reimbursable Expenses

Personal Expenses: - Personal meals not related to business travel - Entertainment for personal guests or family members - Personal clothing, toiletries, and personal care items - Personal vehicle maintenance and repairs - Personal insurance premiums and medical expenses

Prohibited Business Expenses: - Alcoholic beverages (except when entertaining clients with pre-approval) - First-class airfare (unless pre-approved for health or business reasons) - Luxury accommodations exceeding company standards - Personal gift purchases and personal shopping - Traffic violations, parking tickets, and legal penalties

Employee Information Section

Employee Details: - Full Name: _____
- Employee ID: _____ - Department: _____
- Direct Manager: _____ -
Email Address: _____ - Phone
Number: _____ - Submission
Date: _____

Banking Information for Direct Deposit: - Bank Name: _____

- Routing Number: _____ - Account Number: _____

- Account Type: Checking Savings

Alternative Payment Method: Add to next paycheck Corporate credit
card reconciliation Petty cash reimbursement

Expense Detail Section

Business Travel Expenses

Trip Information: - Destination: _____

- Travel Dates: From _____ To _____ -

Business Purpose: _____ -

Client/Project Name: _____ -

Pre-approval Reference (if applicable): _____

Transportation Expenses:

Date	Description	Vendor/Provider	Amount	Receipt	Attached
	Airfare - Outbound		\$	Yes	No
	Airfare - Return		\$	Yes	No
	Ground Transportation		\$	Yes	No
	Rental Car/Fuel		\$	Yes	No
	Parking Fees		\$	Yes	No
	Other Transportation		\$	Yes	No

Accommodation Expenses:

Date	Hotel/Provider	City	Nightly Rate	Nights	Total	Receipt
			\$		\$	Yes
						No
			\$		\$	Yes
						No
			\$		\$	Yes
						No

Meal Expenses:

Date	Meal Type	Location	Business Purpose	Attendees	Amount	Receipt
	Break-fast				\$	Yes
	Lunch					No
	Dinner					
	Break-fast				\$	Yes
	Lunch					No
	Dinner					

Date	Meal Type	Location	Business Purpose	Attendees	Amount	Receipt
	Break-fast				\$	Yes
	Lunch					No
	Dinner					
	Break-fast				\$	Yes
	Lunch					No
	Dinner					

Business Entertainment and Client Expenses

Entertainment Details:

Date	Event/Activity Location	Business Purpose	Attendees	Amount	Receipt
				\$	Yes
					No
				\$	Yes
					No
				\$	Yes
					No

Client Entertainment Justification: Please provide detailed business justification for client entertainment expenses: _____

Professional Development Expenses

Training and Development:

Date	Event/Course	Provider	Business Justification	Amount	Receipt
				\$	Yes
					No
				\$	Yes
					No
				\$	Yes
					No

Professional Memberships and Subscriptions:

Item	Organization	Subscription Period	Business Justification	Amount	Receipt
				\$	Yes
					No
				\$	Yes
					No

Office Supplies and Equipment

Business Equipment and Supplies:

Date	Item Description	Vendor	Business Justification	Amount	Receipt
				\$	Yes
					No
				\$	Yes
					No
				\$	Yes
					No

Mileage and Vehicle Expenses

Business Mileage:

Date	Destination	Business Purpose	Starting Location	Ending Location	Miles	Rate	Amount
						\$0.67	\$
						\$0.67	\$
						\$0.67	\$

Vehicle-Related Expenses:

Date	Expense Type			Business Purpose	Amount	Receipt	
	Fuel	Tolls	Parking		\$	Yes	No
	Fuel	Tolls	Parking		\$	Yes	No

Communication and Technology Expenses

Technology and Communication:

Date	Service/Item	Provider	Business Portion	Personal Portion	Reimbursable Amount	Receipt
			%	%	\$	Yes
						No
			%	%	\$	Yes
						No
			%	%	\$	Yes
						No

Miscellaneous Business Expenses

Other Business Expenses:

Date	Description	Vendor	Business Justification	Amount	Receipt
				\$	Yes
					No
				\$	Yes
					No
				\$	Yes
					No

Expense Summary and Totals

Expense Category Totals

Category	Total Amount
Transportation	\$
Accommodation	\$
Meals and Entertainment	\$
Professional Development	\$
Office Supplies/Equipment	\$
Mileage	\$
Communication/Technology	\$
Miscellaneous	\$
TOTAL REIMBURSEMENT REQUESTED	\$

Tax and Accounting Information

Tax Implications: No taxable benefit Taxable benefit - Amount: \$
 Requires additional documentation for tax purposes

Project/Cost Center Allocation: - Primary Project Code: _____
- Cost Center: _____ - Department Budget Code: _____ -
Client Billing (if applicable): _____
Accounting Period: - Month/Year: _____ - Quarter:
Q1 Q2 Q3 Q4 - Fiscal Year: _____

Employee Certification and Agreement

Employee Declaration

I hereby certify that:

1. **Accuracy of Information:** All information provided in this expense report is true, accurate, and complete to the best of my knowledge.
2. **Business Purpose:** All expenses claimed were incurred for legitimate business purposes in connection with my employment at TechFlow Solutions.
3. **Original Receipts:** I have attached original receipts or acceptable electronic receipts for all expenses as required by company policy.
4. **No Duplicate Reimbursement:** I have not and will not seek reimbursement for these expenses from any other source, including corporate credit cards or other expense accounts.
5. **Compliance with Policy:** All expenses submitted comply with TechFlow Solutions' expense reimbursement policy and applicable tax regulations.
6. **Personal Benefit:** None of the expenses claimed provided me with any personal benefit beyond the necessary accomplishment of business objectives.
7. **Alcohol Policy:** Any alcohol expenses included comply with company policy and were for appropriate client entertainment with proper business justification.
8. **Receipt Retention:** I understand that I must retain copies of all receipts and supporting documentation for potential audit purposes.

Employee Signature: _____

Date: _____

Printed Name: _____

Manager Approval

Manager Review Checklist: All required fields completed Receipts attached for expenses over \$25 Business justification provided for all expenses Expenses comply with company policy Amounts appear reasonable and appropriate Employee is authorized to incur these expenses Budget availability confirmed for department

Manager Comments: _____

Manager Approval: Approved for full amount Approved with modifications (see comments) Requires additional documentation Denied (see comments)

Manager Signature: _____

Date: _____

Printed Name: _____

Title: _____

Finance Department Processing

Finance Review: - Reviewed by: _____

Date: _____ - Account Coding Verified: Yes No - Tax

Implications Reviewed: Yes No N/A - Duplicate Check Completed: Yes

No - Policy Compliance Verified: Yes No

Processing Information: - Processing Date: _____ -

Check Number/Wire Reference: _____ - Amount Pro-

cessed: \$ _____ - Payment Method: Direct Deposit

Check Payroll Addition

Finance Approval: _____

Date: _____

Supporting Documentation Requirements

Required Attachments

Mandatory Documentation: 1. **Original Receipts:** All receipts for expenses over \$25 must be attached 2. **Credit Card Statements:** If expenses were paid with personal credit card 3. **Travel Itineraries:** For all business travel expenses 4. **Conference Agendas:** For professional development and training expenses 5. **Pre-approval Documentation:** For expenses requiring advance approval

Additional Documentation (If Applicable): - **Client Meeting Agendas:** For client entertainment expenses - **Attendee Lists:** For business meals and entertainment - **Mileage Logs:** For business mileage reimbursement - **Hotel Folios:** Detailed hotel bills showing all charges - **Foreign Currency Documentation:** Exchange rates and conversion calculations

Electronic Receipt Guidelines

Acceptable Electronic Receipts: - PDF receipts from vendor websites - Email confirmations with itemized details - Mobile app receipts with complete transaction information - Scanned or photographed paper receipts (clear and legible) - Electronic invoices with payment confirmation

Electronic Receipt Requirements: - Must show vendor name and address - Must display date of transaction - Must include itemized list of purchases - Must show payment method and amount - Must be clearly legible and complete

International Travel Documentation

Additional Requirements for International Travel: - **Currency Conversion:** Exchange rates and conversion calculations - **Passport Stamps:** Copies showing travel dates (if requested) - **Visa Documentation:** If travel visa was required - **International Per Diem Rates:** Reference to applicable GSA rates - **Tax Recovery Documentation:** VAT receipts and recovery forms

Policy References and Additional Information

Related Company Policies

Primary Policy References: - Employee Expense Reimbursement Policy (HR-POL-009) - Travel and Entertainment Policy (HR-POL-012) - Business Ethics and Code of Conduct (HR-POL-001) - Corporate Credit Card Policy (FIN-POL-003) - International Travel Policy (HR-POL-015)

Regulatory Compliance: - IRS Publication 463 (Travel, Entertainment, Gift, and Car Expenses) - IRS Publication 535 (Business Expenses) - SOX Compliance Requirements for Public Companies - State and Local Tax Regulations - International Tax Treaty Implications

Per Diem Rates and Meal Allowances

Domestic Travel Per Diem (2025 Rates): - Major Metropolitan Areas: \$75/day meals, \$25/day incidentals - Standard US Cities: \$60/day meals, \$20/day incidentals - Low-Cost Areas: \$45/day meals, \$15/day incidentals - Alaska/Hawaii: \$85/day meals, \$30/day incidentals

International Travel Per Diem: - Rates vary by destination (reference GSA international per diem rates) - Currency fluctuations may affect reimbursement amounts - Local tax implications may apply - Cultural considerations for business entertainment

Frequently Asked Questions

Q: How long does processing typically take? A: Standard processing time is 5-7 business days after approval. Direct deposit typically occurs within 3 business days of processing.

Q: What if I lost a receipt? A: For expenses under \$25, provide written explanation. For amounts over \$25, contact vendor for duplicate receipt or provide credit card statement with detailed explanation.

Q: Can I submit expenses from previous quarters? A: Expenses older than 60 days require director-level approval. Expenses older than one year may not be reimbursable due to tax implications.

Q: How do I handle foreign currency expenses? A: Use exchange rate from date of transaction. Attach currency conversion documentation and original foreign receipts.

Q: What about tips and gratuities? A: Standard tips (15-20%) for meals and services are reimbursable as part of business travel. Excessive tips require justification.

Contact Information

Primary Contacts: - **HR Department:** hr@techflowsolutions.com | (555) 123-4567 - **Finance Department:** finance@techflowsolutions.com | (555) 123-4568

- **Expense Processing:** expenses@techflowsolutions.com | (555) 123-4569 - **Travel Desk:** travel@techflowsolutions.com | (555) 123-4570

Emergency Travel Support: - **24/7 Travel Hotline:** (555) 123-HELP - **International Emergency:** +1-555-123-4571 - **Travel Insurance Claims:** insurance@techflowsolutions.com

Form Revision History

Version	Date	Changes Made	Revised By
3.1	January 1, 2025	Updated per diem rates, added electronic receipt guidelines	S. Martinez
3.0	July 1, 2024	Major revision for new travel policy	S. Martinez

Version	Date	Changes Made	Revised By
2.5	January 1, 2024	Updated mileage rates and tax compliance	J. Thompson
2.4	October 1, 2023	Added international travel section	S. Martinez

Form Completion Notes: - Use blue or black ink for handwritten forms - Type or print clearly if completing electronically - Attach all supporting documentation before submission - Keep copies of all submitted documentation for your records - Submit to direct manager within 30 days of expense incurrence

For Office Use Only:

Processing Tracking: - Received Date: _____ - Assigned to: _____ - Review Date: _____ - Approval Date: _____ - Payment Date: _____ - File Location: _____

This form and associated expense reimbursement policies are subject to change. Employees are responsible for compliance with current policies available on the company intranet.