



Business Expense Reimbursement Policy

1) Policy

It is the policy of Anomaly Squared, Inc. ("Company") to reimburse employees for reasonable business-related expenses.

2) Purpose

The purpose of this policy is to establish procedures for authorization and reimbursement to ensure compliance with Company guidelines and tax code requirements.

3) Guidelines

Employee shall submit an expense report with supporting documentation to _____ for all expenses paid by Employee in the performance of his/her duties. Company shall reimburse Employee for all reasonable business related expenses subject to such expenses being authorized by _____.

Employee must have his/her manager's written authorization (requisition/purchase order, etc.) prior to incurring an expense greater than \$_____. [Alternative: "All business expenses must be approved in advance by _____."] All travel related business expenses must be approved in advance by _____. When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business objectives will be reimbursed by Company. Employees are expected to limit expenses to reasonable amounts.

To be reimbursed for all authorized expenses, you must submit an expense report/voucher accompanied by sufficient receipts to _____. You must submit your expense report/voucher each week, as you incur authorized reimbursable expenses. Company shall not reimburse Employees for expenses submitted for reimbursement more than sixty (60) days after they were incurred.

[Requests for advances for business expenses will be reviewed and authorized on a case by case basis. In no event shall advances be made more than thirty (30) days prior to when the expense shall be incurred or paid.] In the event of an overpayment by the Company the Employee is required to return the excess expense reimbursement within one hundred twenty (120) days after the expense has been paid or incurred.