# Reimbursement Policy

EXAMPLECOMPANY REIMBURSEMENT POLICY  
  
1. OBJECTIVE  
This policy governs reimbursement for business-related expenses incurred by employees of ExampleCompany.  
  
2. ELIGIBLE EXPENSES  
- Travel expenses (flight, train, cab, fuel)  
- Accommodation during official travel  
- Meals during business trips  
- Client entertainment expenses (with receipts)  
- Office supplies and tools essential for work  
  
Example: If an employee books a flight for a client meeting, the ticket cost and meals during the trip are reimbursable.  
  
3. PROCEDURE  
a) Submit an online reimbursement claim through the HR portal within 15 days of incurring the expense.  
b) Attach valid receipts/invoices for all claims.  
c) Manager approval is mandatory for all reimbursements.  
d) The finance team will process approved claims within 10 working days.  
  
4. DO’s AND DON’Ts  
Do: Retain original receipts and provide clear justifications.  
Don’t: Claim personal expenses or alcohol-related costs.