**Company K Expense Claim Submission Process**

**1. Purpose**

This document outlines the process for submitting and processing expense claims at Company K. The objective is to ensure a consistent, efficient, and transparent procedure for reimbursing employees for business-related expenses.

**2. Scope**

This policy applies to all employees of Company K who incur business-related expenses that are eligible for reimbursement according to company policies.

### **3. Eligible Expenses**

**3.1 Business-Related Expenses**

* **Travel Expenses**: Airfare, hotel accommodations, car rentals, public transportation, and mileage.
* **Meals**: Business meals, including tips, within reasonable limits.
* **Supplies**: Office supplies or other items necessary for business activities.
* **Miscellaneous**: Other expenses directly related to business activities, subject to prior approval.

**3.2 Non-Eligible Expenses**

* **Personal Expenses**: Any expenses not directly related to business activities or personal in nature.
* **Entertainment**: Expenses related to personal entertainment or non-business activities.
* **Alcohol**: Alcoholic beverages unless part of a business meal with clients or stakeholders.

### **4. Submission Process**

**4.1 Pre-Approval**

* **Request Approval**: For certain expenses (e.g., travel or large purchases), obtain pre-approval from a manager or supervisor before incurring the expense.
* **Documentation**: Ensure you have the necessary documentation for pre-approval, such as travel itineraries or quotes.

**4.2 Prepare Expense Report**

* **Form**: Complete the expense claim form available on the company intranet or through the HR department.
* **Details**: Include the date, amount, purpose of the expense, and any supporting documentation (e.g., receipts, invoices).
* **Category**: Classify expenses into the appropriate categories (e.g., travel, meals, supplies).

**4.3 Attach Supporting Documentation**

* **Receipts**: Attach original receipts or digital copies for all expenses. Ensure receipts are legible and include the date and amount.
* **Invoices**: For expenses requiring invoices, attach the invoice along with proof of payment.

**4.4 Submit Expense Claim**

* **Submission Method**: Submit the completed expense claim form and supporting documentation via the company’s expense management system or email to the designated finance or accounting department.
* **Deadline**: Submit claims within 30 days of incurring the expense. Late submissions may be subject to review or rejection.

### **5. Approval and Reimbursement**

**5.1 Review and Approval**

* **Initial Review**: The finance or accounting department will review the submitted expense claim for completeness and compliance with company policies.
* **Manager Approval**: Expense claims are forwarded to the employee’s manager or supervisor for approval.
* **Final Approval**: Claims are reviewed by the finance or accounting team for final approval.

**5.2 Reimbursement**

* **Processing Time**: Approved expense claims are processed for reimbursement within [X] business days.
* **Payment Method**: Reimbursements are typically processed via direct deposit or included in the next payroll cycle.

**5.3 Discrepancies and Adjustments**

* **Notification**: If there are discrepancies or issues with the expense claim, the employee will be notified and required to provide additional information or make corrections.
* **Adjustments**: Adjustments to the expense claim will be made as necessary, and the employee will be informed of any changes.

### **6. Expense Claim Guidelines**

**6.1 Adherence to Policy**

* **Compliance**: Ensure all expenses comply with the Company K Expense Policy and adhere to spending limits and guidelines.
* **Reasonableness**: Claims should reflect reasonable and necessary expenses for business purposes.

**6.2 Record-Keeping**

* **Documentation**: Maintain copies of all expense reports and supporting documentation for personal records and future reference.
* **Audit**: Expense claims may be subject to audit by the finance department to ensure compliance with company policies.

### **7. Contact Information**

For questions or assistance regarding expense claims, employees should contact:

* **Finance Department**: finance@companyk.com
* **Accounting Department**: accounting@companyk.com
* **Phone**: [Finance or Accounting Department Phone Number]