

Expense Policy

Expense Category	Limit	Guidelines
Travel	\$500 per trip	You should book the most economical and direct mode of transportation available, such as economy class flights, trains, buses, or taxis. You should use the company's preferred travel agency or online booking tool to make your reservations. You should avoid any unnecessary or personal travel expenses, such as upgrades, change fees, cancellation fees, or extra baggage fees.
Accommodation	\$150 per night	You should stay at a standard or moderate hotel that is conveniently located near your business destination. You should use the company's preferred hotel booking tool or website to find the best rates and discounts. You should avoid any luxury or resort hotels, or any extra charges, such as room service, minibar, laundry, or spa services.
Meals	\$50 per day	You should limit your meals to breakfast, lunch, and dinner, and choose reasonably priced restaurants or cafes. You should avoid any alcoholic beverages, or any excessive or lavish meals. You should only claim meals for yourself, unless you are hosting a business meeting or event with clients, partners, or vendors.
Entertainment	\$100 per event	You should only claim entertainment expenses for business purposes, such as hosting or attending a meeting, conference,

		seminar, workshop, or training session. You should obtain prior approval from your manager or supervisor for any entertainment expenses. You should provide a detailed description of the event, the attendees, and the business objective.
Office Supplies	\$25 per month	You should only claim office supplies that are necessary for your work, such as stationery, printing, copying, or postage. You should use the company's approved vendors or suppliers to purchase your office supplies. You should avoid any personal or non-work-related items, such as magazines, books, gifts, or decorations.