Q2 2024 Expense Reimbursement Policy

Purpose: This policy outlines the procedures and guidelines for Innovatech employees requesting reimbursement for business-related expenses incurred during the second quarter of 2024.

Eligible Expenses: Reimbursable expenses include airfare, lodging, meals, ground transportation, client entertainment, professional dues and reasonable incidentals. All expenses must be business-related and supported by original receipts.

Submission Guidelines: Expense reports should be submitted within 10 business days following the completion of travel or incurrence of the expense. Reports must be completed in the company's expense management system with scanned receipts attached. Each line item should include a clear business purpose.

Approval Process: Direct supervisors are responsible for reviewing and approving expense reports. Expenses exceeding $1,000 require department head approval. Reports will be audited by Finance for compliance with this policy.

Per Diem Allowances: The table below lists daily per diem rates for common travel expenses. Employees may claim either actual expenses or per diem amounts, not both.

Reimbursement Timeline: Approved expenses will be reimbursed via payroll within two cycles. Delays may occur if documentation is incomplete or policy guidelines are not followed.

Non-Reimbursable Items: Personal entertainment, fines, airline upgrades, travel insurance, and expenses for family members are not eligible for reimbursement.

Questions: Please direct policy questions to finance@innovatech.example.

