

EXPENSE REIMBURSEMENT POLICY – ACME CORPORATION

PURPOSE

This policy establishes guidelines for business expense reimbursement to ensure fair and consistent treatment of all employees.

GENERAL GUIDELINES

- All expenses must be business-related and reasonable
- Expenses must be pre-approved by manager when exceeding limits
- Submit expense reports within 30 days of incurring expense
- Receipts required for all expenses over \$25
- Personal expenses will not be reimbursed

TRAVEL EXPENSES

AIRFARE

- Book economy class for flights under 5 hours
- Business class allowed for flights over 5 hours with VP approval
- Book at least 14 days in advance when possible
- Use company-preferred travel agency or booking tool

LODGING

- Standard room rate: up to \$209 per night in major cities
- Standard room rate: up to \$159 per night in other locations
- Extended stay discounts should be utilized when available
- Hotel loyalty programs encouraged

GROUND TRANSPORTATION

- Rental cars: Mid-size or smaller vehicles
- Taxi/Rideshare: Reasonable for business purposes
- Mileage reimbursement: \$0.65 per mile for personal vehicle use
- Parking and tolls: Actual costs with receipts

MEALS AND ENTERTAINMENT

DAILY MEAL ALLOWANCES

- Breakfast: \$15
- Lunch: \$25
- Dinner: \$40
- Total daily maximum: \$80

CLIENT ENTERTAINMENT

- Requires manager pre-approval
- Maximum \$100 per person
- Must include business purpose and attendees in expense report
- Alcohol limited to 2 drinks per person

TEAM MEALS

- Manager approval required
- Reasonable costs based on team size

- Special occasions (birthdays, achievements) allowed quarterly

OFFICE SUPPLIES AND EQUIPMENT

- Office supplies: Up to \$50 per month without approval
- Computer accessories: Up to \$200 with manager approval
- Ergonomic equipment: Up to \$500 with manager and HR approval
- Software subscriptions: Must be approved by IT department

PROFESSIONAL DEVELOPMENT

- Conference registration: Pre-approval required
- Training courses: Up to \$2,000 per year with manager approval
- Professional memberships: Up to \$500 per year
- Books and publications: Up to \$200 per year

MOBILE PHONE AND INTERNET

- Mobile phone stipend: \$75 per month for eligible employees
- Home internet stipend: \$50 per month for full-time remote employees
- Must submit monthly expense report

NON-REIMBURSABLE EXPENSES

- Personal entertainment or recreation
- Spouse or family travel expenses (unless approved for company event)
- Traffic violations or parking tickets
- Lost or stolen personal items
- Excessive or luxury expenses
- Alcoholic beverages (except approved client entertainment)

EXPENSE REPORT SUBMISSION

1. Complete expense report in company system within 30 days
2. Attach all receipts (digital or scanned)
3. Provide business purpose for each expense
4. Submit to manager for approval
5. Reimbursement processed within 2 weeks of approval

CORPORATE CREDIT CARDS

- Available to employees with frequent travel
- Must reconcile monthly statements
- Personal use prohibited
- Report lost or stolen cards immediately

VIOLATIONS

- Fraudulent expense claims may result in termination
- Repeated policy violations will be addressed through performance management
- Employees responsible for any non-compliant expenses

QUESTIONS

Contact Finance Department at finance@acme.com or extension 5500