

Expense Reimbursement Policy

Department: Finance

Version: 1.0

Effective Date: January 1, 2024

Purpose:

This document establishes procedures for submitting and approving employee expenses.

1. Scope

- Applies to all employees submitting work-related expense claims.

2. Allowable Expenses

- Travel, meals during business trips, and office supplies.
- All expenses must be pre-approved by a department head.

3. Submission

- Expense forms must be submitted within 10 business days.

Approved by: Finance Department