

# EMPLOYEE BUSINESS EXPENSE POLICY

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## 1. PURPOSE AND SCOPE

This employee expense policy outlines how we will reimburse employees for work-related expenses. The policy is intended to provide all employees with the necessary guidelines to prepare and submit valid expense reports.

The policy applies to all {Company} employees who incur reasonable and authorized expenses while performing business-related activities.

## 2. EXPECTATIONS AND PROCEDURES

Employees must ensure expenses are reasonable to avoid the company incurring unnecessary expenses.

Expenses are subject to regular internal and external audit; therefore, compliance with these rules is essential. Failure to do so may result in delayed or declined reimbursement.

Expenses should be checked against the policy and all supporting documents, such as a receipt that identifies the expenses and date of payment, should be provided. Employees should properly document the business purpose of each expense, including customers' names and business discussed.

A completed expense report must be submitted through Workful for reimbursement.

## 3. TRAVEL EXPENSE POLICIES

Travel expenses include any kind of transportation and accommodation expenses that employees incur when going on a business trip or conducting official company business.

### 3.1 PERSONAL VEHICLES

Employees may use their personal vehicle on official company business. A {mileage rate} based on acceptable and current Internal Revenue Service regulations will be paid to employees who use their personal vehicles on official company business. Minimum insurance requirements, as specified by the company's insurance carrier, must be in effect at the time the employee's personal vehicle is used, and the employee may be required to provide the appropriate proof of insurance.

### 3.2 LIVING EXPENSE ALLOWANCE

The company will reimburse employees for reasonable expenses incurred when they are traveling on company business. The company will pay the cost of reasonable lodging for the employee.

Employees are entitled to be reimbursed for the cost of meals while on a business trip. The maximum amount allowed is **{\$30}** per meal. Tips will be reimbursed if they are reasonable (**{10-20%}**).

On some occasions, employees may need to entertain a client, customer, or vendor. In these occasions, the allowed amount per meal is higher, **{\$75}**.

### 3.3 OTHER TRAVEL EXPENSES

Any travel expenses not covered by the living expense allowance described previously must be submitted for reimbursement by providing receipts showing name(s), date(s), business discussed, amount(s), and the account to be charged.

## 4. MISCELLANEOUS EXPENSES

Costs incurred for items related to business that are not provided previously, such as postage, office supplies, etc., will be reimbursed. These items should be detailed on the expense report and include proper documentation, such as a receipt that identifies items purchased and date of payment.

## 5. ADVANCES

Cash advances are generally not provided by **{Company}**. Exceptions to this policy require approval from **{Finance/Owner}**. An advance request must be received within **{30 days}** of the expected expense and an expense report must be submitted within **{60 days}** of the expense being incurred. Employees must return any excess to the company within **{120 days}** of the expense being incurred.

## 6. EXPENSE REIMBURSEMENT

Expenses must be submitted within **{60 days}** of being incurred, although you are encouraged to submit them as soon as possible. **{Finance/Owner}** will pay claims within **{two weeks}** of an expense report, if everything is in order.