*ABC Company reimburses employees for necessary expenditures and reasonable costs incurred in the course of doing their jobs. Expenses incurred by an employee must be approved in advance by the CEO or your supervisor.*

*Some expenses that may warrant reimbursement include but are not limited to the following: mileage costs, air or ground transportation costs, lodging, meals for the purpose of carrying out company business, and any other reimbursable expenses as required by law. Employees are expected to make a reasonable effort to limit business expenses to economical options.*

*To be reimbursed:*

* *Expenses must be approved in advance by the CEO or your supervisor.*
* *Employees must submit expense reports to CEO for approval.*
* *The report must be accompanied by receipts or other documentation substantiating the expenses.*
* *Expenses must be submitted for reimbursement within 30 days of occurrence.*

*Expenses deemed excessive by management may not be reimbursed and may subject the employee to progressive discipline, up to and including termination.*

*Any falsification of expense reports will be grounds for immediate termination.*

*Expense reports should be submitted by the 25th of each month to be paid in the payroll that runs on the last day of the month. Any expenses between the 25th and the end of the month can be submitted the following month.*

*Questions regarding this policy should be directed to your supervisor.*