

Free Employee Expense Policy Template

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 _____.

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 be reimbursed:

- *Expenses must be approved in advance by _____.*
- *Expenses must be submitted for reimbursement within 30 days.*
- *Employees must submit expense reports to _____ for approval.*
- *The report must be accompanied by receipts or other documentation substantiating the expenses incurred.*

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 dismissal from employment.

Expense reports should be submitted by the _____ to be paid in the payroll that runs on _____.

Questions regarding this policy should be directed to your supervisor.