[Company Name] Expense Reimbursement Policy

# Purpose

[Company name] reimburses employees for all necessary work-related expenses incurred.

# Eligibility

This policy applies to all employees.

# Covered Expenses

Necessary work-related expenses may include, but are not limited to:

* Use of an employee's personal vehicle for business purposes
* Business travel expenses such as meals and lodging, up to a certain amount
* Tools and equipment required to perform the employee's job
* Use of an employee's personal cell phone for business purposes
* Required uniform purchase and maintenance

Employees who work from home may request reimbursement for expenses incurred such as office supplies, internet access, and required equipment costs. [Company name] reserves the right to limit the maximum reimbursement amount.

# Procedure

Employees who incur work-related expenses are required to submit those expenses for reimbursement as follows:

* Employees must complete the appropriate expense report form, along with appropriate supporting documentation such as original receipts, for all work-related expenses
* Employees are expected to submit reimbursement requests for approval as soon as practicable, no later than 14 days after the expense is incurred

Employees who believe that the amount they have been reimbursed does not represent a complete reimbursement should immediately contact [human resources/other job title].

Pre-Approval Requirements

[Optional section if your business requires pre-approval]

Certain expenses must be pre-approved. To receive reimbursement, you must receive

pre-approval from your manager or HR to make the purchase. You may do this by emailing your manager or HR with the purchase details, including price and reason for purchase. Your

manager or HR will approve or deny the request by replying to your email. Do not make the purchase without first receiving the approval email. After making the purchase, you’ll then need to follow the procedure above to receive reimbursement.

The following items must receive pre-approval:

* Airfare
* Vehicle rental
* Conference registration
* Rail transportation
* Any other expense of $100 or more

# Examples of Non-Approved Expenses

The following list provides examples of expenses which will not be reimbursed. This list is not exhaustive, so if you’re in doubt, it’s best to seek pre-approval.

* Alcohol
* First class airfare
* Entertainment
* Regular commuting expenses
* Membership fees
* Regular meals
* Cell phone
* Any personal items