# [Company Logo]

# **Employee Expense Policy**

 *[Company Name] reimburses employees for necessary expenditures and reasonable costs incurred in the course of doing their jobs. Employees are expected to make a reasonable effort to limit business expenses.*

*Some expenses that may warrant reimbursement include the following: mileage, air or ground transportation, lodging, meals for the purpose of carrying out company business, and any other reimbursable expenses as required by law.*

*To be reimbursed:*

* *Expenses must be approved in advance by [manager/HR].*
* *Expenses must be submitted for reimbursement within 30 days.*
* *Employees must submit expense reports to [CEO/Manager/HR] 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 [25th of each month] to be paid in the payroll that runs on [the last day of the month].*

*Questions regarding this policy should be directed to your supervisor, manager, or HR.*

[EMPLOYEE SIGNATURE]

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(Name)

(Title)

(Date)