

# Employee Reimbursement Policy

## Reimbursement

This policy is designed to reimburse employees for normal, necessary business expenses made on behalf of the company while traveling, attending events or entertaining.

All requests for reimbursement must be made in compliance with this policy. Any requests not made in compliance with this policy may be denied full or partial payment.

Any request for reimbursements for expenses incurred outside of this policy must be approved by \_\_\_\_\_ prior to the planned expenditure.

## Documentation

All employees must file a documented reimbursement request to his or her supervisor within \_\_\_\_\_ days of incurring the expense. The employee will receive a response within \_\_\_\_\_ days of filing the request.

The documentation must include original receipts for purchases over \_\_\_\_\_ and each expense must be filed separately. Documentation must also include:

- Date and time that the expense was made
- Location of expenditure
- Purpose of expenditure
- Other employees, clients or personnel for whom the expenditure was made.

## Approved Business Expenses

The following expenses will be approved for reimbursement provided that they are the most prudent choice available and made only for business purposes:

- Travel: \_\_\_\_\_
- Accommodations: \_\_\_\_\_
- Entertainment: \_\_\_\_\_
- Other: \_\_\_\_\_

## Approved Business Expenses

The following expenses will be not approved without prior written permission from a supervisor:

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For more information, please contact:

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