

[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]

(Name)

(Title)

(Date)