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Employee Expense Reimbursement Policy

This policy explains which business expenses the company pays back, how to submit them and when you'll be paid. It is written as an accountable plan: reimbursements that follow it are not added to your wages.

Company (legal name): _____

Company entities this policy covers: _____

Effective date (MM/DD/YYYY): _____

Policy owner (name and title): _____

1. What we reimburse

We reimburse ordinary and necessary expenses you pay personally while doing your job for the company. Every expense needs a business purpose, written on the expense when you submit it.

Each expense names the company entity it belongs to. If you work for more than one entity, submit each expense under the entity it was for, and submit one report per entity.

2. Receipts

Submit an itemized receipt for every lodging expense and for any other expense of $75 or more. A receipt shows the amount, the date, the place and what was bought. For an expense under $75 without a receipt, write down the amount, date, place and business purpose.

A photo of the receipt or a forwarded email receipt is acceptable. Keep the original until the expense is paid.

3. Mileage

We reimburse business miles driven in your own vehicle at the IRS standard business mileage rate in effect on the date of each trip. For each trip, record the date, where you started and ended, the business purpose and the miles. Commuting between home and your regular workplace is not business mileage.

4. Deadlines

Submit each expense within 60 days after you pay it. An expense submitted later may be paid as taxable wages or declined.

If you receive more than your accounted-for expenses, or an advance you don't fully use, return the excess within 120 days after the expense was paid or incurred.

5. Approvals

Your manager approves your expenses first. Reports over the amount below need a second approval, and finance gives the final approval before payment. No one approves their own expenses. A report sent back for changes returns to the submitter and starts the approvals again once it's resubmitted.

Amount that needs a second approval: _____

Second approver (title): _____

Finance approver (title): _____

6. How you're paid back

Approved expenses are paid by the method below, within the time below after final approval.

Payment method (bank transfer, check, or through payroll): _____

Paid within (days after final approval): _____

7. What we don't reimburse

Personal expenses, including personal meals, entertainment for yourself, and personal travel added to a business trip.

Traffic tickets, parking fines and penalties, commuting costs, alcohol unless your manager approved it in advance, upgrades beyond the standard fare or room, and any expense without a business purpose.

Anything else the company does not reimburse: _____

8. Duplicate and false claims

Submit each expense once. An expense already paid by a company card or another person can't be submitted for reimbursement. Submitting a false or duplicate expense may lead to discipline, up to and including termination.

Acknowledgment

I have read this policy and will follow it when I submit expenses.

Employee signature

Printed name

Date (MM/DD/YYYY)

Company entity

Not legal advice — have your counsel review it before you use it.