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**Expense Reimbursement Policy Template**

**Expense Reimbursement Policy**

[Business Name]

In the course of your duties as an employee of [Business Name], you may be required to pay for goods/services that allow you to do your job. Any eligible expenses that you incur on behalf of [Business Name] will be reimbursed in full.

Qualifying Expenses

[Business Name] will reimburse all part and full-time employees for all qualifying expenses, including:

* Travel for business purposes.
* Conference fees.
* Accommodations while attending meetings, conferences, etc.
* Office supplies.
* Software required for work.
* Professional certification/membership fees.

This list is by no means exhaustive. Employees should always get approval for reimbursement from their supervisors before incurring a work expense.

Non-Qualifying Expenses

There are certain expenses that [Business Name] will not be held responsible for, including:

* Lost personal property.
* Unauthorized meals/entertainment.
* Fines incurred while operating a company vehicle.
* Unauthorized flight upgrades, accommodations, etc.
* Expenses for spouses who accompany employees on business trips.

Procedure

In order to ensure that you are reimbursed for work-related expenses, follow these steps:

1. Always keep receipts and submit them within 30 days.
2. Affix all applicable receipts to the expense reimbursement form.
3. Submit the form to [manager/supervisor/accountant].