expense reimbursement policy

this policy is legally essential

From time to time during the course of your employment with ABC Company you might incur business-related expenses requiring payment from your personal funds and/or credit cards. Examples of such expenditures might be airfare, hotel expenses, meals while traveling, international calls on your personal cell phone, and the like. All such expenditures must be approved by your supervisor/manager for reimbursement, so you should not incur any such expenses without first obtaining your supervisor’s approval for such transactions.

Within 30 days of incurring such expenses, you should return a completed copy of the Company’s expense reimbursement form along with all necessary documentation, such as copies of bills, receipts, etc. to your supervisor/manager for approval. Your supervisor/manager shall then submit your form to our finance department. Your expense reimbursement payment will be included with your next regularly scheduled payroll following the expense reimbursement submission. If the finance department is unable to include the expense reimbursement in the payroll, a separate check for the expenses will be provided to you no later than the next scheduled payroll date.