## Expense Reimbursement Policy

### Purpose/Objective

[Company name] reimburses employees for all necessary work-related expenses incurred.

### Eligibility

This policy applies to all employees.

**Covered Expenses**

Necessary work-related expenses may include, but are not limited to:

* Use of an employee’s personal vehicle for business purposes.
* Business travel expenses such as meals and lodging.
* Tools and equipment required to perform the employee’s job.
* Use of an employee’s personal cell phone for business purposes.
* Required uniform purchase and maintenance.

Employees who work from home may request reimbursement for expenses incurred such as office supplies, internet access and required equipment costs.

### Procedures

Employees who incur work-related expenses are required to submit those expenses for reimbursement as follows:

* Employees must [complete the appropriate company form/submit the appropriate reimbursement request via Concur or other program], along with appropriate supporting documentation such as original receipts, for all work-related expenses.
* Employees are expected to submit reimbursement requests for approval as soon as practicable, no later than [number of days/months] after the expense is incurred.

Employees who believe that the amount they have been reimbursed does not represent a complete reimbursement should immediately contact [human resources/other job title].