



Business Expense Reimbursement Policy



Purpose

This policy provides guidelines for employees to seek reimbursement for necessary and reasonable business expenses incurred in the course of performing their job duties. The company is committed to complying with California labor laws and ensuring that employees are fairly compensated for out-of-pocket expenses related to work.

Eligible Expenses

Employees may be reimbursed for the following types of business-related expenses:

1. Travel Expenses:

- **Transportation:** Costs for business-related transportation such as airfare, train, taxi, or mileage for personal vehicle use. Mileage reimbursement will be at the current IRS-approved rate.
- **Lodging:** Reasonable hotel or lodging expenses for overnight business travel.
- **Meals:** Business-related meal expenses incurred while traveling or during client meetings. The company will provide guidelines for per diem rates or meal allowances.

2. Supplies and Equipment:

- Expenses for office supplies, tools, or equipment necessary to perform job duties will be reimbursed with prior approval from a supervisor or manager.

3. Communication Costs:

- If the employee is required to use personal devices (e.g., cell phones, internet) for work-related purposes, the company will reimburse a reasonable portion of the costs, as long as these expenses are pre-approved and necessary for the job.

4. Other Business Expenses:

- Other reasonable and necessary business expenses may be reimbursed, such as client entertainment, training fees, or event registrations, with prior approval from a supervisor or manager.

Non-Reimbursable Expenses

The following types of expenses are generally not eligible for reimbursement:

- Personal expenses, such as personal entertainment, alcohol, or purchases not directly related to the business.
- Expenses incurred without prior approval, if required.
- Fines or penalties for traffic violations or parking tickets while traveling on business.
- Upgraded accommodations (first-class flights, luxury hotels) without prior approval.

Reimbursement Process

The following types of expenses are generally not eligible for reimbursement:

1. Receipts:

- Employees must provide itemized receipts for all expenses being submitted for reimbursement. These receipts should clearly indicate the amount spent, the date, the business purpose, and the vendor name.

2. Submission of Expense Reports:

- Employees must submit expense reports within **30 days** of incurring the expense. Expense reports should be completed using the company's expense reimbursement form or system, and must include receipts and necessary documentation.

3. Approval Process:

- Expense reports must be reviewed and approved by the employee's supervisor or manager before reimbursement can be processed. The company reserves the right to reject any expenses that do not comply with this policy or were not pre-approved as required.

Mileage Reimbursement

For employees using personal vehicles for business purposes, mileage will be reimbursed at the current IRS mileage rate. Mileage reimbursement requests should include details such as the date, starting point, destination, purpose of travel, and total miles driven.

Reimbursement Timeline

The company will process approved reimbursement requests within **30 days** of receiving a properly completed expense report and supporting documentation.

Compliance with California Law

This policy complies with California Labor Code Section 2802, which requires employers to reimburse employees for all necessary expenses incurred in the course of their employment.

Exceptions and Modifications

The company reserves the right to modify or amend this policy as necessary to reflect changes in business practices, operational needs, or legal requirements.