

Company Policy on Expense Claims

Introduction

This document outlines the company policy for claiming expenses related to travel, hotel stays, and business meals, including lunch and dinner at restaurants. These policies are designed to ensure clarity, fairness, and compliance with corporate financial guidelines. All employees are required to adhere strictly to these rules when submitting expense claims.

Travel Expense Claims

Employees who incur travel expenses in the course of their official duties are entitled to reimbursement, subject to the following guidelines:

- Transportation Costs:** Employees may claim reimbursement for transportation expenses, including airfare, train tickets, and taxi services. Claims must be supported by valid receipts or invoices. Economy class must be used unless pre-approved for business class travel due to exceptional circumstances.
 - Mileage Reimbursement:** Employees using their personal vehicles for official travel may claim mileage at the approved corporate rate. A log detailing the date, destination, purpose of the trip, and mileage covered must accompany the claim.
 - Parking and Tolls:** Expenses incurred for parking and toll fees during official travel are reimbursable. Receipts must be provided.
 - Pre-Approval:** All travel must be pre-approved by the employee's supervisor. Travel booked without prior approval may not qualify for reimbursement.
-

Hotel Stay Expense Claims

Employees required to stay overnight for official purposes may claim hotel expenses within the following framework:

- Accommodation Standards:** Hotel accommodations should be reasonable and economical. Employees are encouraged to choose standard rooms in mid-range hotels unless pre-approved for premium accommodations due to specific needs such as proximity to a worksite.
- Additional Costs:** Room service, laundry, and other incidental expenses are reimbursable only when necessary and justified. Itemized receipts are required for all

claims.

3. **Personal Expenses:** Expenses for personal entertainment, mini-bar items, or any non-essential services are not reimbursable.
4. **Booking Policy:** Employees should book accommodations through the company's preferred travel agency or approved platforms. Self-booking is permitted only when authorized.

Business Lunch/Dinner (Restaurant) Expense Claims

Employees engaging in business-related meals at restaurants can claim expenses within the following policy:

1. **Alcoholic Drinks:** Alcoholic beverages are strictly non-reimbursable. Employees must ensure that no claims are submitted for alcoholic drinks included in meal receipts. It is recommended to request itemized bills from the restaurant to distinguish between alcoholic and non-alcoholic items.
2. **Non-Alcoholic Drinks:** Non-alcoholic beverages, including water, soft drinks, tea, and coffee, are fully reimbursable, provided they are consumed as part of a business meal. Itemized receipts must be attached to the expense claim.
3. **Food Items:** The cost of food consumed during business meals is reimbursable. Employees should exercise discretion in selecting meals to ensure reasonable expenditure. Excessive spending beyond standard dining costs may require justification and approval.
4. **Itemized Receipts:** To process reimbursements, employees must provide itemized receipts showing the breakdown of food and drink expenses. Non-itemized receipts may result in delays or rejection of claims.
5. **Guest Meals:** When dining with clients or business partners, the names and titles of all attendees, along with the purpose of the meeting, must be documented and included in the expense claim. Meals for non-business guests or family members are not reimbursable.
6. **Tips and Gratuities:** Reasonable tips, typically up to 15-20% of the meal cost, are reimbursable. Excessive tipping may not be reimbursed unless justified by local customs or exceptional service.
7. **Frequency and Necessity:** Frequent dining out should be limited to essential business purposes. Employees are encouraged to balance cost-effectiveness with fostering strong professional relationships.

Submission Guidelines for Expense Claims

1. **Documentation:** All expense claims must include original receipts or digital copies, detailed descriptions of the expense, and appropriate approval from supervisors.
2. **Timeliness:** Claims should be submitted within 30 days of incurring the expense. Late submissions may not be processed unless accompanied by a valid explanation.
3. **Approval Process:** Expense reports must be reviewed and approved by the employee's manager and the finance department.
4. **Compliance Check:** All claims are subject to review for adherence to this policy. Non-compliance may result in claim rejection or further disciplinary action.

Policy Exceptions

Exceptions to this policy may be granted in rare circumstances, subject to prior written approval from senior management. Employees must provide a detailed explanation and justification for any request for exceptions.

Conclusion

This policy is designed to provide clear guidelines for the reimbursement of travel, hotel stay, and business meal expenses, ensuring transparency and accountability. Employees are encouraged to familiarize themselves with these rules and to reach out to their supervisors or the finance department with any questions or concerns regarding expense claims.