**

**BUSINESS EXPENSE REIMBURSEMENT POLICY**

*As an employee of COMPANY NAME, you may occasionally purchase items or services that are work-related. In many cases, we will reimburse you in part or in full. Our business expense & reimbursement policy defines those eligible expenses, as well as the process for receiving your reimbursement.*

COMPANY NAME is committed to providing for the work-related needs of its employees. Where applicable, COMPANY NAME will directly pay for items or services on behalf of employees.   
  
Employees who spend their own money for work-related items or services and can provide adequate documentation of their spending within 30 days will be eligible for a partial or full reimbursement.

**WHO THIS POLICY APPLIES TO:**

This policy applies to all full-time employees, part-time employees, and interns. Expenses incurred by independent contractors will be reviewed on a case-by-case basis.

To be reimbursable, all expenses must meet the following criteria:

* Expenses must have a business connection: they must have been paid or incurred while performing services as an employee of the employer.
* These expenses must be accounted to the employer within a reasonable period of time.
* Any excess reimbursement or allowance must be returned within a reasonable period of time.

**REIMBURSABLE EXPENSES:**

COMPANY NAME will almost always reimburse employee expenses that are related to:

• Business travel and accommodation

• Local transportation

• Conferences, education, and training\*

• Office supplies

• Approved work-related outings, meals, or entertainment\*

\*These expenses must be approved prior to purchase to guarantee reimbursement. If your manager or HR does not deem them appropriate or necessary for work, the expense will not be reimbursed.

If you are at any time unsure about whether an expense can be reimbursed, always ask your direct supervisor or HR!

**NON-REIMBURSABLE EXPENSES:**

COMPANY NAME will not reimburse the following expenses:

• Any non-work-related, personal purchases

• Lost personal property, like luggage

• Unauthorized upgrade on a flight, accommodation, or other service

• Expenses incurred by spouses or other non-employees

• Fines incurred while driving a company vehicle

The above lists are not exhaustive. If you are at any time unsure about whether an expense can be reimbursed, always ask your direct supervisor or HR.

**Travel expenses:**

Travel expenses include any kind of transportation and accommodation expenses that you incur when going on a business trip. Expenses related to this category that may be fully or partly reimbursable include:

* Accommodations (hotels, Airbnbs, etc.)
* Legal document expenses
* Air, train, ship or other transportation fares
* Necessary medical expenses (e.g. vaccinations)
* Local transportation during trips (taxi fares, rental cars etc.)
* Marketing and business materials
* Other minor or per diem expenses that have been approved by an employee’s manager (e.g. meals, entertaining a client)

Medical care fees after travel-related accidents may be covered by workers compensation insurance. If not, we may reimburse you for your medical expenses, if appropriate.

When you plan to go on work-related trips, HR will typically arrange for most of your accommodation and transportation costs and document these expenses. As noted above, in many cases, they will also offer a per diem for meals and/or transportation.

**REIMBURSEMENT PROCEDURE:**

* Document any expenses that our company hasn’t directly arranged for.
* Please ask for and keep all original receipts for reimbursable expenses.
* Upload a clear copy of each receipt to EXPENSE SOFTWARE OR DIRECT CONTACT within thirty (30) days.
* Make sure the date of the expense is accurate.
* Select the appropriate category for the expense (i.e. advertising, IT, office supplies, travel, recruiting, meals, or entertainment.)
* Write any additional notes or details of the expense.
* YOUR MANAGER is responsible for approving reimbursement claims. If your manager approves your expenses, you will receive your reimbursement by check within two pay periods.

Failing to meet any of these requirements may delay your reimbursement.

**REMOTE STIPEND:**

COMPANY NAME offers a $100/month remote stipend to all hybrid and remote employees. This stipend can be used for new office equipment, such as desks, chairs, and extra monitors. It can also be used to cover costs like food, coffee, or anything else that you need to stay comfortable and productive while working remotely, such as a faster internet connection or a coworking space membership.  
  
Outside of the stipend, COMPANY NAME will also reimburse employees for select office supplies.   
  
The following items, if needed to support effective remote working, are generally approved for purchase:

* basic office supplies, including but not limited to: pens, pencils, sticky notes, notebooks, printer ink, etc.
* small computer accessories, including but not limited to, the following examples: mouse, keyboard, batteries, laptop charger

The following items are not approved for purchase outside of the stipend, and COMPANY NAME will not reimburse, or otherwise pay, for their purchase:

* office furniture and décor
* file cabinets, shredders, scanners
* expenses related to gym memberships and/or equipment
* private worksite or employee home expenses (e.g., electricity, insurance, home maintenance, home renovations or modification for office purposes, and other similar personal expenses)
* purchase costs or maintenance/repair expenses associated with employee-owned items or related services

**RELOCATION EXPENSES:**For details about relocation expenses, please get in touch with HR.