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## **Expense Reimbursement Policy**

**Employer:** \_\_\_\_\_

This Expense Reimbursement Policy (the "Policy") for \_\_\_\_\_ (the "Employer") describes guidelines all employees ("Employees" or singularly "Employee") must follow when spending money in a work-related capacity.

This Policy relates to expenses such as when employees travel for work, host business-related meals, or purchase items needed for work from their own personal funds. The purpose of the Policy is to ensure employees understand which expenses are covered and which are not, as well what responsibilities the employee undertakes regarding expenses.

### **Covered Expenses**

Employer will generally cover work-related expenses for Employees. Work-related expenses are defined as those that are directly related to Employee's work for Employer. Work-related expenses may either be directly paid by the Employer or paid initially by the Employee and reimbursed.

Please note that although work-related expenses may be generally covered, they could be subject to a cap on approved amounts. In this case, the Employee is advised to check in with their direct supervisor before incurring any work-related expenses.

Employees must communicate with their direct supervisor prior to incurring any work-related expenses to ensure coverage will be granted. If coverage is not granted, Employee is liable for any and all expenses incurred.

### **Non-covered Expenses**

The following are considered categorically non-covered expenses for which Employee must bear the cost:

- Unauthorized or personal meetings or travel
- Expenses related to the lapse of a professional license
- Expenses not related to Employee's work for Employer
- Unauthorized upgrades when traveling or renting equipment on behalf of Employer
- Fines related to speeding or other driving violations

The above list is to be considered non-exhaustive. For any questions regarding covered or non-covered expenses, Employee is advised to speak with their direct supervisor.

### **Disciplinary Action**

Employees that are found to have falsified documents or exaggerated expenses will be subject to disciplinary action, up to and including termination.