# BUSINESS EXPENSE POLICY

This policy is designed to guide employees of <Organization Name> on the company's expense management system. The purpose of this policy is to ensure transparency, efficiency, and accountability in managing the company's expenses. The policy contains guidelines for all expenses incurred during business operations and outlines the processes for reimbursing expenses.

POLICY

<Organization Name> recognizes two types of employee expenses:

* those that are paid by the company on behalf of employees, and
* those that are paid by employees and eligible for reimbursement.

Upon approval, the company will reimburse all reasonable business expenses either in part or in full.

Reimbursable expenses include:

* Fuel for getting from job to job
* Approved truck/vehicle and service equipment
* Approved maintenance
* [add more items as deemed necessary]

Non-reimbursable expenses include:

* Food and beverages
* [add more items as deemed necessary]

Use of Debit/Credit Card

<Organization Name> may issue certain employees with debit/credit cards. Employees may use the company debit/credit cards subject to the following guidelines:

* Use of the debit/credit cards are only for the following purposes:
	+ Gas
	+ Vehicle/truck and service equipment
	+ Maintenance
* Meals and beverage purchases with the company debit/credit cards are on an ask-only basis.
* Truck maintenance and equipment purchases must be discussed with the owners beforehand.
* All receipts for any purchases must be kept in the truck receipt folder and organized by category of type of purchase.
* Fuel purchases for the trucks are allowed anytime the truck is low on fuel. The receipt must be kept, and the kilometers must be logged at the time of filling up.

PROCEDURE

<Organization Name> may cover certain expenses on behalf of employees subject to approval from [insert title/department e.g., finance department].

To request for company’s direct payment for expense, employees must:

* Submit a request form at least X weeks in advance.
* Include the following in the request:
	+ Date and time of the expense
	+ Type of expense
	+ Purpose of the expense
	+ Estimated cost of the expense

The request will be reviewed by [insert title or department e.g., finance department], and approval will be granted based on the company's budget and priorities.

Reimbursement

<Organization Name> may reimburse employees for reasonable expenses incurred. To request reimbursement, employees must:

* Submit an expense report to [insert title or department e.g., finance department] within X weeks of the date the expenses were incurred.
* Include the following information in the expense report:
	+ Date and time of the expense
	+ Type of expense
	+ Purpose of the expense
	+ Amount spent
* Receipts must be attached to the expense report and organized by category of type of purchase. Reports with no such attachments will not be processed.

<Organization Name> expects all employees to use good judgment when incurring expenses and to follow the guidelines outlined in this policy. Any expenses that do not conform to these guidelines may not be reimbursed. The company reserves the right to modify or amend this policy at any time.