EXPENSE REIMBURSEMENT

[Organization Name] understands its employees may be required to pay for goods/services that enable them to perform their job duties effectively. This policy will set out the expense approval and reimbursement guidelines that must be followed by employees, in order to meet budgetary considerations and enable us to return employees’ out of pocket expenses to them as expediently as possible.

## POLICY

[Organization Name] is committed to reimbursing its employees in full for any eligible and approved company expenses they have incurred on behalf of the company. Employees who need to purchase goods or services in order to complete a job or project must follow the procedure set out by [Organization Name] at all times in order to be reimbursed.

For greater clarity, eligible expenses are only those that have been approved in advance and are submitted for reimbursement with a valid receipt and reimbursement form.

Approval Process

Expenses must be approved by management prior to the purchase of the goods or services. The only exceptions to this rule are for fuel or oil required while travelling.

Employees are expected to plan ahead and follow company procedures whenever they are making a purchase on behalf of the company. This means they will complete a purchase order [X amount of time] in advance and submit it to [Insert Title] for approval. The normal turnaround time for approvals is [insert timeframe].

If an employee is in a situation where a last minute purchase is necessary, the employee must contact their manager as soon as practicable for approval.

Reimbursable Expenses

The following items are expenses that [Organization Name] will generally approve for purchase and reimbursement, provided the proper procedures are followed:

* Business travel
* Conference fees
* Accommodations for meetings, conferences, and similar events
* Office supplies
* Software used for work
* Professional membership or certification fees

This is by no means an exhaustive list. Before incurring a work expense, employees should always obtain approval for reimbursement via an approved Purchase Order.

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## REIMBURSEMENT PROCEDURE

In order to be reimbursed for an approved purchase made on behalf of [Organization Name], employees must follow the steps outlined below:

1. Fill out a reimbursement form, which is available at [Indicate where: example on the company website, in the X’s office etc.]
2. Attach receipts or other proof of purchase. There will be no reimbursements for expenses without receipts.
3. Submit the form and pertinent attachment attachments to [Insert Name/Title] within 30 days from the date of the expense.

Reimbursements will be processed as quickly as possible and funds will be returned to you via [insert how money is returned. Example: e-transfer directly to your bank account; your next pay etc.]

Failure to abide by the guidelines set forth in this policy will result in not being reimbursed and/or possible corrective action.