


Expense Reimbursement Policy

Download:

 Expense Reimbursement Policy (www.shrm.org/ResourcesAndTools/tools-and-samples/policies/Documents/Expense%20Reimbursement%20Policy.docx)

PURPOSE/OBJECTIVE

[Company name] reimburses employees for all necessary work-related expenses incurred.

ELIGIBILITY

This policy applies to all employees.

COVERED EXPENSES

Necessary work-related expenses may include, but are not limited to:

- Use of an employee's personal vehicle for business purposes.
- Business travel expenses such as meals and lodging.
- Tools and equipment required to perform the employee's job.
- Use of an employee's personal cell phone for business purposes.
- Required uniform purchase and maintenance.

Employees who work from home may request reimbursement for expenses incurred such as office supplies, internet access and required equipment costs.

PROCEDURES

Employees who incur work-related expenses are required to submit those expenses for reimbursement as follows:

- Employees must [complete the appropriate company form/submit the appropriate reimbursement request via Concur or other program], along with appropriate supporting documentation such as original receipts, for all work-related expenses.
- Employees are expected to submit reimbursement requests for approval as soon as practicable, no later than [number of days/months] after the expense is incurred.

Employees who believe that the amount they have been reimbursed does not represent a complete reimbursement should immediately contact [human resources/other job title].

HR DAILY NEWSLETTER

News, trends and analysis, as well as breaking news alerts, to help HR professionals do their jobs better each business day.

Email Address

**CONTACT US (WWW.SHRM.ORG/ABOUT-SHRM/PAGES/CONTACT-US.ASPX) | 800.283.SHRM
(7476)**

© 2022 SHRM. All Rights Reserved

SHRM provides content as a service to its readers and members. It does not offer legal advice, and cannot guarantee the accuracy or suitability of its content for a particular purpose.

Disclaimer (www.shrm.org/about-shrm/Pages/Terms-of-Use.aspx#Disclaimer)