

Expense Policy

Effective Date

Version

Approved By

Policy Owner

1. Purpose

This Expense Policy establishes the rules for business expenses incurred by employees, officers, contractors, and other authorized representatives of ("**Company**"). Its purpose is to support reasonable, necessary, and properly documented spending while protecting Company funds and maintaining accurate financial records.

2. Scope

This Policy applies to all persons authorized to incur expenses on the Company's behalf. It covers expenses paid personally and expenses charged to a Company-issued payment method.

This Policy does not create an employment contract or guarantee reimbursement for any expense. The Company may amend or withdraw this Policy at any time, subject to applicable law.

3. General Standard for Reimbursement

The Company reimburses expenses that are reasonable, necessary, directly related to legitimate Company business, and supported by appropriate documentation.

Expense decisions must reflect sound judgment. Individuals must avoid unnecessary costs, select reasonably priced options, and obtain any required approval before making a commitment on behalf of the Company.

4. Authorized Expenses

Subject to the approval and documentation requirements in this Policy, reimbursable business expenses may include:

- Business travel, including transportation, lodging, and necessary local transit;
- Meals incurred while conducting Company business or traveling on authorized Company business;
- Reasonable business entertainment expenses that have a documented business purpose;
- Necessary office supplies, software, equipment, or services approved for Company use;
- Professional development, training, memberships, or conference fees approved in advance;
- Mileage or other approved transportation costs for authorized use of a personal vehicle; and
- Other expenses approved in writing by an authorized manager or the Finance Department.

5. Non-Reimbursable Expenses

The Company will not reimburse personal, excessive, undocumented, or prohibited expenses. Examples include personal travel extensions, personal care items, traffic or parking fines, alcohol not approved for a legitimate business purpose, upgrades for personal preference, costs for family members or guests, lost or stolen personal property, and expenses resulting from a violation of Company policy.

Expenses that are not properly approved or documented may be denied, even if they relate to Company business.

6. Approval Requirements

Employees must obtain approval from their manager before incurring expenses that are unusual, significant, outside an approved budget, or likely to exceed .

The following table identifies the required approval authority:

Expense Type	Required Approval
Routine business expense within budget	
Travel outside the employee’s usual work area	
Expense exceeding	
Equipment, software, or recurring service	
Entertainment expense	

No person may approve their own expense claim. Expenses submitted by senior executives must be approved by .

7. Travel Expenses

Business travel must be necessary for Company operations and approved in advance. Travelers must use reasonable transportation and lodging options that meet business needs.

Airfare should ordinarily be booked in standard economy class unless a different class is approved in writing due to a documented business need. Lodging should be safe, reasonably located, and appropriately priced for the destination. Personal travel added to a business trip must not increase the Company's cost.

8. Meals and Entertainment

Meal and entertainment expenses must have a clear business purpose. The expense report must identify the date, location, attendees, business relationship of attendees, and purpose of the expense.

The Company reimburses reasonable meal costs. Employees should not claim meals that are included in a conference registration, hotel rate, or other Company-paid arrangement unless a business reason supports the additional expense.

9. Personal Vehicle Use

Employees who use a personal vehicle for authorized Company business may request reimbursement at the Company's approved mileage rate or for another approved method of reimbursement.

Mileage claims must state the date of travel, starting point, destination, business purpose, and total business miles traveled. The Company does not reimburse normal commuting between an employee's residence and regular work location.

10. Documentation and Receipts

All expense claims must include complete and accurate supporting records. Receipts are required for expenses of or more, and for any expense where a receipt is reasonably available.

If a receipt is unavailable, the claimant must provide a written explanation describing the expense, amount, date, vendor, business purpose, and reason the receipt cannot be provided. The Company may deny reimbursement when documentation is incomplete.

11. Expense Submission and Reimbursement

Expense claims must be submitted through within days after the expense is incurred or, for travel expenses, within days after the trip ends.

Approved claims will be reimbursed through within days, subject to standard processing requirements. Delayed submissions may be denied unless an authorized approver accepts the reason for delay.

12. Company Payment Methods

Company-issued cards and other Company payment methods may be used only for authorized Company expenses. Cardholders are responsible for protecting Company payment credentials and promptly reporting a lost, stolen, or compromised card.

A Company payment method must never be used for personal expenses. Any accidental personal charge must be reported immediately and repaid to the Company promptly.

13. Advances and Unused Funds

Any cash advance or other funds provided for business expenses must be used only for the approved purpose. The recipient must submit supporting records and return any unused funds within days after the related activity or trip concludes.

14. Compliance and Review

The Finance Department and authorized managers may review expense claims, request further documentation, and reject expenses that do not comply with this Policy. The Company may recover amounts paid in error or amounts related to unauthorized expenses, subject to applicable law.

Submitting false, misleading, duplicate, or personal expenses as Company expenses may result in disciplinary action, termination of employment or engagement, and other action permitted by law.

15. Records and Confidentiality

Expense records must be retained and handled in accordance with the Company's record retention and privacy practices. Individuals must avoid including unnecessary personal or confidential information in expense submissions.

16. Exceptions

Exceptions to this Policy require written approval from before the expense is incurred whenever practicable. An approved exception applies only to the specific expense or circumstance described in the approval.

17. Policy Administration and Amendments

is responsible for administering this Policy and may issue reasonable procedures consistent with it. The Company may amend this Policy by written notice or by publishing an updated version through its normal internal communication channels.

18. Acknowledgment

I acknowledge that I have received, read, and understood this Expense Policy. I agree to comply with its requirements and understand that reimbursement is subject to Company approval and applicable law.

Signatures

Company

Name

Date

Signature

Employee

Name

Date

Signature



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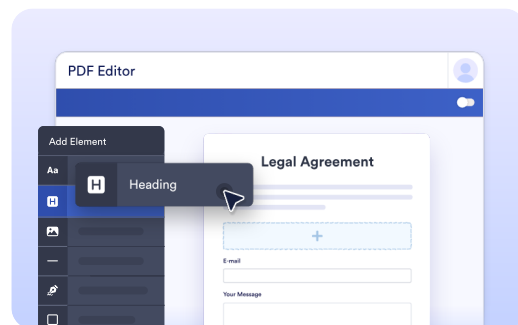
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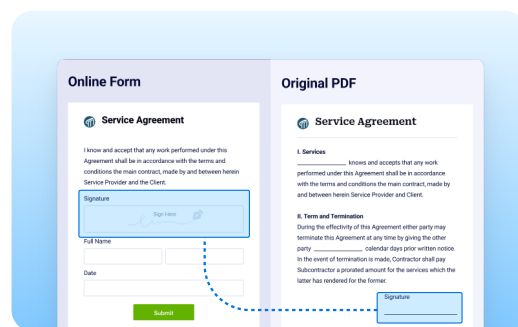
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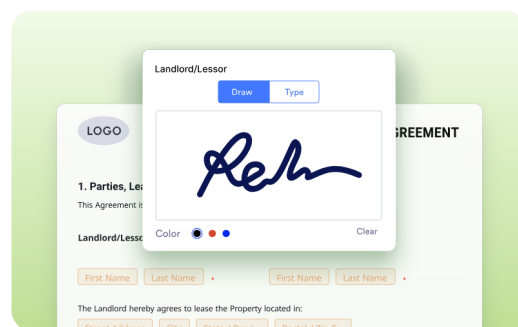
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