

# Sample Employee Business Expense Policy Template

## 1. Purpose:

This policy outlines the guidelines and procedures for employees to follow when submitting business expenses for reimbursement.

## 2. Scope:

This policy applies to all employees who incur business expenses as part of their job responsibilities.

## 3. Expense Categories:

Employees may submit expenses for categories such as travel, meals, lodging, transportation, and other necessary business-related expenses.

## 4. Approval Process:

All expenses must be approved by the employee's manager before submission for reimbursement.

## 5. Documentation:

Employees must provide detailed receipts for all expenses, including date, amount, and business purpose.

## 6. Reimbursement:

Reimbursement will be processed within [insert timeframe] after submission of the expense report.

## 7. Compliance:

Employees are expected to adhere to all company policies and guidelines when submitting expenses for reimbursement.

## 8. Contact Information:

For questions or assistance regarding this policy, employees can contact [insert contact information].

## 9. Acknowledgement:

By submitting expenses for reimbursement, employees acknowledge that they have read and understood this policy.

Sources:

- IRS Business Expense Deductions: [\[link\]](#)
- SHRM Expense Reimbursement Best Practices: [\[link\]](#)