# Company Expense Policy

This policy outlines the types of expenses eligible for reimbursement and the approval process for all company-related expenditures.

## 1. General Guidelines

- All expenses must be business-related and documented with receipts.  
- Employees must submit their expense reports within 14 days of incurring the expense.  
- Expenses without receipts will not be reimbursed unless approved by management.

## 2. Allowed Expense Categories

- Travel: airfare, taxi, mileage, and accommodation for business trips.  
- Meals: meals with clients or during business travel.  
- Office Supplies: items necessary for daily operations.  
- Training: registration fees for approved courses or events.  
- Software: subscriptions and licenses necessary for work.

## 3. Approval Workflow

- Expenses below $100 can be approved by direct managers.  
- Expenses above $100 require finance department approval.  
- Large purchases (over $500) need prior written approval from upper management.

## 4. Reimbursement Process

- Complete the expense form and attach all receipts.  
- Submit the form to your manager for initial review.  
- Approved forms will be forwarded to Finance for final processing.  
- Reimbursements are processed within 5-7 business days.