

# Expense Report Policy for Remote Employees

Our **expense report policy** for remote employees ensures timely and accurate reimbursement of work-related costs. Employees must submit detailed expense reports with receipts within 30 days of the expenditure. This policy helps maintain transparency and accountability in managing remote work expenses.

## Policy Details

- **Eligible Expenses:** Only business-related expenses that have been pre-approved or fall within standard company guidelines are eligible for reimbursement.
- **Submission Process:**
  1. Complete the official expense report form.
  2. Attach all relevant receipts and supporting documents.
  3. Submit the report to your supervisor or the finance department within 30 days of the expense date.
- **Receipt Requirements:** All expenses must be supported by itemized receipts. Credit card statements alone are not acceptable.
- **Non-reimbursable Items:** Personal expenses, non-business meals, and any unapproved purchases will not be reimbursed.
- **Reimbursement Timeline:** Approved expenses will be reimbursed within 15 business days following submission and approval.

## Contact

If you have questions about this policy or specific expenses, please contact the Human Resources or Finance department.