## Expense Reimbursement Policy Template

**Effective Date**: [Insert Date]  
**Revision Date**: [Insert Date]  
**Approved By**: Board of Directors

**1. Purpose**

The purpose of this policy is to establish clear guidelines for reimbursing employees and board members for reasonable and necessary business expenses incurred in the performance of their duties for [ORGANIZATION NAME].

**2. Scope**

This policy applies to all employees, contractors, and board members seeking reimbursement for business-related expenses.

**3. Policy Statements**

3.1. **Eligible Expenses**:  
Eligible expenses must directly support organizational activities and include:

Travel (airfare, lodging, meals, mileage at IRS-approved rates).

Professional development (conference fees, training materials).

Office supplies directly related to the employee’s job functions.

3.2. **Ineligible Expenses**:  
Expenses not eligible for reimbursement include:

Personal entertainment or non-business meals.

Upgrades for travel beyond economy class.

Alcoholic beverages, unless part of pre-approved events.

3.3. **Documentation**:  
All reimbursement requests must include:

Original itemized receipts.

A completed reimbursement form.

Approval from the employee’s supervisor or designated approver.

3.4. **Submission and Approval**:  
Reimbursement forms must be submitted within [INSERT TIMEFRAME, E.G., 30 DAYS] of incurring the expense.

3.5. **Processing Timeline**:  
Reimbursement payments will be processed within [INSERT TIMEFRAME, E.G., 10 BUSINESS DAYS] of receiving an approved request.

**4. Roles and Responsibilities**

**Employees/Board Members**: Submit complete and accurate reimbursement requests.

**Supervisors**: Review and approve requests for compliance and necessity.

**Finance Department**: Ensure timely processing and compliance with organizational policies.

**5. Review and Revision**

This policy will be reviewed annually to ensure alignment with organizational needs and IRS guidelines.

Approved by: [Insert Name or Position]  
Date: [Insert Date]  
Review Date: [Insert Date]  
Next Review Date: [Insert Date]