

Policy Brief

Our expense reporting policy outlines how we reimburse employees for work-related expenses as well as retroactively approve work-related expenses on business cards. We'll define "work-related expenses" and set a procedure to authorize them.

This policy applies to all our employees that need to spend money for work-related activities, including but not limited to expenses incurred during business travel.

Policy Components

For the purposes of this policy, employee expenses fall under two categories:

- Expenses paid directly by our company on behalf of employees
- Expenses that are paid by our employees and are reimbursable

Expenses paid directly by the company require no further action on your behalf, are approved as-is and are not governed by this policy.

Business expenses paid for by our employees can be reimbursed after they are approved, in part or in full as determined by this policy and policy managers.

When in doubt, seek written pre-approval from your manager or a manager in accounting on anticipated expenses.

What are work-related expenses?

These expenses are strictly related to an expense that may occur in the performance of professional duties. For the purposes of this document, work-related expenses refers to expenses that were not previously approved in writing by a manager.

Your manager must approve work expenses before they are reimbursed. For expenses which were not pre-approved, your manager may apply a cap to the reimbursement amount. If you spent more than the approved amount, you must cover the extra cost yourself.

When a work expense involves an individual other than the submitter, it should be noted who else was present and what the purpose of the expense was. For example, if an expenditure was a meal with a prospective client for a sales meeting, the client's name should be written alongside "sales meeting" on the meal's receipt.

All work expenses over \$75 must be accompanied by a receipt or invoice in order to qualify for reimbursement. Expenses over this amount and unaccompanied by a receipt or invoice will not be considered for reimbursement.

Valid receipts and invoices are original paper copies or PDFs and will include any relevant tips. However, for expenses under \$75, photographs, copies and screenshots (for in-app purchases like Uber fares, transit fees, mobile food orders, et cetera) will also be accepted if all relevant information is clearly visible.

Finally, approval of a work expense does not guarantee approval in the future, even if the work expense is from the same vendor and for the same amount. For necessary repeating expenses, like subscriptions, employees are advised to transfer payment responsibility to the company.

Accepted Work-Related Expenses:

Travel Expenses

Travel expenses include any kind of transportation and accommodation expenses that you incur when going on a business trip. Expenses related to this category that may be fully or partly reimbursable include:

- Accommodation
- Legal document expenses (e.g. visa)
- Air, train, ship or other transportation fares
- Necessary medical expenses (e.g. vaccinations)
- Local transportation during trips (taxi fares, rental cars, parking, tolls, etc.)
- Meals, subject to a \$75 per day per diem
- Other expenses that have been approved by an employee's manager (e.g., entertainment when with a client or prospective client)

We will not reimburse the following:

- Expenses incurred by spouses or other non-employees who accompany our employees on their travels
- Unauthorized service upgrade (e.g. business class or premier hotel rooms)
- Non-essential travel purchased outside of a pre-approved travel vendor, if one is used
- Personal services (e.g., upgraded room service, cosmetic services)
- Personal purchases (e.g., gifts, clothes, souvenirs)
- Lost or misplaced personal property (e.g. luggage)
- Unauthorized or unscheduled business meetings with clients, partners or job candidates
- Fines incurred while driving a company vehicle or a vehicle rented with company funds
- Non-business subscriptions/training

Please note that this list is not exhaustive. If in doubt, please ask your manager about reimbursable expenses before you go on a business trip.

Non-Travel Expenses

In the course of regular business at your home location, you may incur necessary expenses which cannot be pre-approved within a necessary timeframe. Expenses related to this category that may be fully or partly reimbursable include:

- Software subscriptions
- Gasoline/charging fees
- Meals with prospective clients
- Transportation fees (e.g., taxi fares, Uber/Lyft services)

We will not reimburse the following:

- Expenses incurred by spouses or other non-employees who accompany our employees on work-related outings, unless pre-approved (e.g., holiday parties)
- Personal purchases (e.g., gifts, clothes)
- Unauthorized or unscheduled business meetings with clients, partners or job candidates
- Fines incurred while driving a company vehicle or a vehicle rented with company funds
- Non-business subscriptions/training

Please note that this list is not exhaustive. If in doubt, please ask your manager about reimbursable expenses before incurring them.

Reimbursement Procedure

Your responsibility for expenses you wish to have reimbursed is as follows:

- Documentation of total amount spent, location and, if applicable, purpose and attendees. For transportation via apps (e.g., Uber, Lyft), screenshots of the final trip report will suffice. **Documentation for expenses over \$75 must include an original invoice or receipt with an itemized breakdown, if applicable, of services**
- Submit your reimbursement claim via email through your manager, or submit an expense report with all necessary documentation if more than one reimbursement is requested. Please submit your claim/report within thirty (30) business days after the oldest expense is incurred

Your manager is responsible for approving reimbursement claims. If your manager approves your expenses, you will receive your reimbursement through your paycheck within no more than two pay periods. **Expense reports must be submitted and approved more than ten days from a payroll date to be reimbursed within that payroll.**

While trust between our management and employees is critical and a foundational part of our company, please note that we reserve the right to investigate any excessive expenses or request further substantiation if a pattern of expense requests suggests expenses that are not in furtherance of company business. In cases of consistent falsified or exaggerated claims, we may take disciplinary action.