

Reimbursement Policy for [Business Name]

Introduction

[BUSINESS NAME] may provide eligible employees with the option to claim reimbursements for business expenses. By signing this policy, employees who are nominated to claim direct reimbursements confirm they will only claim within these guidelines.

How do employee reimbursements work?

If an eligible employee incurs an out of pocket business expense, they may be able to have the cost reimbursed into their bank account. To be eligible for reimbursement, the expense needs to fall within this policy and the expensive reimbursement request form completed.

Reimbursement eligibility

Each reimbursement request must be approved by one of the following:

- LIST BUSINESS DEPARTMENTS/ JOB TITLES

As an alternative, employees can ask their manager or finance team to make a purchase on their behalf.

What expenses can be reimbursed by an employee?

Reimbursement requests can only be made for work-related expenses only.

This includes (BELOW ARE EXAMPLES ONLY):

- *Expenses involved in meeting with clients*
- *Any work-related travel, including transport and accommodation*
- *Legal document expenses (e.g. visa)*
- *Necessary medical expenses (e.g. vaccinations)*
- *Training and educational material approved by your manager*
- *Other minor expenses that have been approved by your manager (e.g. meals, business material)*

Reimbursement Expense Reports

Every request must be accompanied by proof of purchase and a complete expense reimbursement form .

For purchases made in Australia over \$82.50 (including GST), make sure that all receipts have GST values. This is so that [BUSINESS NAME] can claim back the GST amount from the government

Employee Agreement

By submitting a reimbursement, you accept to the terms in this policy.

Hi there, we're Weel. We've made this template free to use, however we know that managing manual spend process can often be cumbersome, and not the best use of your team's time.

Check out letsweel.com for a more streamlined way for your employees and your finance team to manage reimbursements on the go.

Expense Reimbursement form

Start date	End date

Submitted by:

Approver name:

Department:

Total claim amount:

Date	Category	Description of purchase	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
		TOTAL	_____

All reimbursement claims are expected to be supported by a receipt where practicable. Please email this completed form with all receipts attached to example@example.com.

Missing receipt declaration (to be completed in absence of a receipt): I declare that I no longer have access to the receipt/s relating to an above expense/s, and have made all practical efforts to obtain a replacement. I further declare that I have not, and will not use this receipt (if found) to claim reimbursement from any other source.

Signature:

Admin use only	
Approved by:	Signature:
Total to be paid:	Date:

