Expense Reimbursement Policy Acknowledgement

Please read this summary of the Expense Reimbursement Policy and sign to confirm you have read and will follow the full policy.

Employee

FULL NAME

EMPLOYEE ID

DEPARTMENT

COMPANY

POLICY VERSION DATE

Key points of the Expense Reimbursement Policy

- Only reasonable, business-related expenses are reimbursed.
- Claims are submitted within 30 days with original bills or GST invoices in the company's name.
- Alcohol, fines and personal expenses are not reimbursed.
- Managers approve claims; finance may audit.
- False or inflated claims are serious misconduct.

Acknowledgement

- [ ] I have received and read the Expense Reimbursement Policy and had the chance to ask questions about it.
- [ ] I understand that breaching the policy may lead to disciplinary action, up to termination of employment.

The company may update the policy; the latest version on the intranet applies.

Employee

SIGNATURE

PRINTED NAME

DATE