**EXPENSES REIMBURSEMENT POLICY**

Expenses must only be claimed using the [NAME] form located [SPECIFY]. The completed form should be returned to the accounting department before the [DAY OF THE MONTH] day of the month in order to be processed with the salary run. If the expense sheet is received within the abovementioned time frame then they will be paid out at the end of that month along with your salary. If the expense sheet is received after the abovementioned date then they will only be paid at the end of the following month.

The following items will be reimbursed:

1. Any form of technology that is purchased for business purposes.
2. Mobile phones that are purchased for business purposes.
3. Car travel for any business purpose.
4. Parking fees incurred during normal business activities.
5. Reasonable business meal expenses
6. Hotel lodging, when necessary, will be reimbursed up to a maximum of [SPECIFY RAND AMOUNT] per night.
7. All other sales expenses (e.g. conference halls, equipment, etc.) must be approved by your immediate manager in order to be eligible for reimbursement.
8. [YOUR COMPANY NAME] does not provide office supplies such as planners, index card organisers, binders, etc. [YOUR COMPANY NAME] will reimburse the cost of such items upon presentation of receipt.

Should you require further clarification about the above elements, please do not hesitate to ask your supervisor.