**REIMBURSEMENT POLICY FOR SALES REP EXPENSES**

To claim for Sales Representation expenses the, [NAME] form located [SPECIFY] has to be completed and reimbursed by the following week.

To Note:

1. An allocation of a laptop, required to give sales presentations to clients and perform general administrative duties (proposals, contact management, etc.) may be given to a sales representative. The laptop remains the property of [COMPANY].
2. Sales representatives may purchase a mobile phone at their own expense. Monthly usage and activation fees incurred during business hours will be compensated by [COMPANY].
3. Travel incurred for sales purposes will be re-embursed at the rate of [SPECIFY AMOUNT] per [MILE/KILOMETER].
4. Car Parking fees incurred during normal business activities will be compensated by [COMPANY] upon presentation of parking receipts.
5. Meal expenses will be reimbursed by [COMPANY] within reason. Reimbursement for meals will be limited to [SPECIFY AMOUNT] per day.
6. Hotel room, when necessary, will be reimbursed by [COMPANY] up to a maximum of [SPECIFY AMOUNT] per night.
7. Any other sales expenses (e.g. conference rooms, equipment, etc.) must meet the approval by your immediate supervisor in order to be eligible for reimbursement.
8. [COMPANY] does not provide office supplies such as planners, index card organisers, binders, etc. Upon presentation of receipt of such items the [COMPANY] will reimburse cost of such item.

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