



PROPOSAL KIT SAMPLE

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REIMBURSEMENT OF EXPENSES PLAN (ACCOUNTABILITY PLAN)

Accountability Plan: Declarations and Conditions

<<Company>> ("Company") wishes to establish an employee expense reimbursement plan, by which employees in the employ of Company may be reimbursed for approved expenses or receive advances for specific future expenses so long as those expenses are properly documented and approved prior to disbursement.

A reimbursement request shall be deemed appropriate if it meets the following guidelines:

- ◆ The expense is considered to be necessary and ordinary and is connected to, or incurred on behalf of Company's business operations or the performance of an employee's normal job functions or travel.
- ◆ The expense has been approved by Company and the employee's purchase of goods or services is merely for the convenience of Company.
- ◆ The expense is suitably documented and substantiated and submitted to Company within a reasonable period of time. For the purposes of

DEMO CONTRACT

This demo contract has been truncated. The complete editable version of this document is available in the Contract Pack template collections

<https://www.proposalkit.com/htm/legal-contract-templates/human-resources-templates/expense-reimbursement-plan.htm>

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