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## ***EXPENSE REIMBURSEMENT***

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The Company provides reimbursement for eligible business expenses.

**AUTOMOBILE:** From time to time an employee may be required to use his or her automobile for business and will be reimbursed at the rate set by the IRS each year for per-mile deductions, provided the employee submits vouchers showing the date(s), miles traveled, and business purpose(s) of each trip.

**ENTERTAINMENT:** Employees authorized to entertain non-employees with meals will be reimbursed for reasonable expenses, providing the meal is business related, the employee is present, and the employee submits vouchers showing the date(s), place(s), and business purpose(s) of each meal. A charge card or restaurant receipt must be submitted for reimbursement.

**TRAVEL EXPENSES:** All reasonable and necessary expenses incurred in connection with Company business are reimbursable. Staff members should submit expense reports to the Accounting department as they incur Company expenses. Hotel bills and all other receipts for expenses of \$20 or more should be attached to expense reports.

Lodging should be appropriate for the circumstances. The cost of lodging should represent an average, neither the most expensive nor the least expensive. Double occupancy is expected when practicable.

Auto-expenses will be reimbursed at the rate of \_\_\_\_\_ per mile for the number of out-of-town miles driven. Tolls and parking fees incurred when on Company business are reimbursable.

Air-Transportation: When air travel is necessary, the Company will make arrangements.

Meals: The cost of meals will be reimbursed when the employee is in a travel status. When overnight travel is required, the cost of breakfast and lunch will be reimbursed. The cost of evening meals will be reimbursed when the employee is required to leave home or office prior to 5:00 p.m. in order to arrive at the destination at a reasonable night hour; or, if the employee could not reasonably expect to reach home by 7:00 p.m. Other reasonable per diem expenses are reimbursable when an employee is in an overnight out-of-town travel status.

Reimbursement: All mileage, entertainment, and travel expenses must be submitted within five (5) days of incurring the expense.

Billable Entertainment: If a request for reimbursement is submitted after a project has been billed, no reimbursement will be allowed.