

## Expense Reimbursement Policy

### Purpose

The purpose of this policy is to provide clear guidelines for the reimbursement of business-related expenses incurred by employees while performing their job duties. This policy ensures that:

- Adequate controls are in place.
- Travel and other expenditures are appropriate.
- Employees are consistently and fairly reimbursed in a timely manner.
- Financial data is reported uniformly across all departments within Allied International.

### Policy Overview

Allied International is committed to reimbursing employees for reasonable and necessary expenses incurred during business activities. Employees are expected to minimize business expenses and comply with the following guidelines to ensure consistency and fairness.

### Non-Qualifying Expenses

Allied International does not reimburse the following expenses:

1. Lost personal property.
2. Unauthorized entertainment or meals.
3. Unauthorized flight upgrades or accommodations.
4. Expenses for individuals accompanying employees on business trips.
5. Vehicle-related fines, whether using personal, rental, or company vehicles.
6. Handwritten receipts.
7. Receipts missing dates or inconsistent with the expense report.
8. Personal purchases.
9. First-class airline flights.

### Qualifying Expenses

The following expenses are eligible for reimbursement, provided they meet documentation requirements and adhere to policy guidelines:

#### Travel

- Business-related travel approved in advance (dates must coincide with travel).
- Airfare:

- Domestic: Economy class only.
- International: Premium economy class only.
- Hotel accommodations.
- Car rentals and ground transportation.
- Mileage reimbursement at \$0.60/mile.
- Incidentals under \$10 (no receipt required).

### **Meals**

- Business meals with receipts dated to align with travel (up to \$79/day).
- Customer entertainment meals, listing all attendees on the expense report.

### **Office and Work-Related Expenses**

- Office supplies.
- Cell phones for approved individuals.
- Membership fees.
- Professional certifications.
- Other as approved by management.

### **Warehouse/Building Expenses**

- Parts and supplies for operations.
- Maintenance supplies.

## **Approval and Reimbursement Procedures**

To ensure consistent and timely reimbursement, employees must follow these procedures:

### **Approval Requirements**

1. **Travel:** All business-related travel must be approved **prior** to booking. Requests must include the business purpose and be documented in the Travel Request Form and Request For Expenditure Form.
  - CFO (Melissa's) signature is required before booking any travel.
  - Three levels of approval are required for reimbursement of travel: the employee, the employee's manager, and the CFO.
2. **Office Expenses:** Other expenses, such as office supplies, must be approved before committing to an order.
  - Obtain a quote and submit it for approval.
  - The quote must be signed off by the CFO.

## **Reimbursement Submission**

1. Retain all receipts and submit them within 30 days of incurring the expense.
  - Missing receipts will not be reimbursed.
2. Attach receipts to the approved expense form by:
  - Copying receipts onto 8x11 paper and paper-clipping them to the form.
  - Or emailing the approved form and scanned receipts to [ap\\_central@alliedtools.com](mailto:ap_central@alliedtools.com) or [dharper@alliedtools.com](mailto:dharper@alliedtools.com).

## **Compliance and Accountability**

Employees must adhere to these guidelines. Failure to follow procedures or provide accurate information may result in delayed reimbursement or denial of claims.

This policy promotes fair and consistent treatment of employees across departments and supports the responsible use of company resources.