

## **Reimbursement Request Policy**

This policy outlines the procedure for the submission of reimbursement requests and establishes guidelines to ensure a streamlined and efficient process for reimbursing employees for business-related expenses.

### **Submission of Reimbursement Requests:**

1. Employees must use the designated reimbursement request form provided by Best S.T.E.P. Forward.
2. All reimbursement requests must be submitted via email, bsfrequest@gmail.com. The subject line of the email should include the employee's name, the purpose of the reimbursement. The body of the email should contain a brief description of each expense, the total amount being claimed, and any additional notes or comments relevant to the reimbursement.
3. All receipts and supporting documents for each expense must be attached to the reimbursement request.
4. Reimbursement requests should be submitted within 30 days from the date of incurring the expense.

### **Approval Process:**

1. Reimbursement requests will be reviewed by the designated approval authority.
2. The approver will verify the legitimacy and appropriateness of each expense.
3. In case of any discrepancies or missing information, the employee may be contacted for clarification.

### **Checking Voiding Timeline:**

1. All checks issued by Best S.T.E.P. Forward will be considered valid for a period of 30 days from the date of issuance.
2. After the 30-day period, checks that have not been deposited or cashed will be voided.

### **Record Keeping:**

1. The organization will maintain records of all reimbursement requests and approvals for \_\_\_\_\_. (time period to be discussed)
2. Records will be accessible for auditing purposes.