

ACCOUNTABLE EXPENSE REIMBURSEMENT PLAN

Be it resolved, that employees of _____ be reimbursed for business expenses incurred on behalf of and authorized by _____ (hereinafter referred to as "authorized business expenses") in accordance with the following criteria:

1. Business Purpose

Authorized business expenses covered by this plan must meet the requirements for deductibility as business expenses under Federal tax law. Such expenses must have been incurred by an employee in connection with the performance of services by such employee on behalf of _____;

2. Adequate Substantiation

Any employee requesting reimbursement for authorized business expenses hereunder must furnish to _____ adequate substantiation of expenses to be reimbursed. Adequate substantiation shall be accomplished by the timely submission to _____ of a company expenses reimbursement voucher properly completed in accordance with the substantiation requirements of Federal tax law, together with any relevant documentary evidence required under the substantiation requirement of Federal tax law. Such documentary evidence shall indicate the amount, description indicating the particular nature of the expense, time, place and business purpose or use of any authorized business expenses and any other necessary, related information;

3. Return of Excess Amounts

Any employee receiving payment from _____ for an authorized business expense incurred by such employee on behalf of _____ must return to _____, within thirty (30) days after the incurrence of any such expense, any amount of such payment that exceeds the amount the employee has properly substantiated relating to such expense;

4. Request for Reimbursement

Any request for reimbursement for any authorized business expense hereunder must be submitted by any employee within ninety (90) days after the incurrence of such expense by such employee. Any request for reimbursement must be submitted via a properly completed and substantiated _____ expense reimbursement voucher and related documentary evidence in accordance with the provision of paragraph (2) above;

5. Reimbursement of Transportation (Automobile) Expense

Authorized transportation (automobile) expenses hereunder shall be reimbursed to an employee at the rate of 29 cents per mile for properly substantiated mileage with an authorized company related business purpose;

6. Reimbursement of All Other Expenses

All other authorized business expenses hereunder shall be reimbursed in an amount equal to the actual cost thereof incurred by an employee;

7. Advances

In limited circumstances, advances of authorized business expenses to be incurred by an employee on behalf of _____ may be granted by and at the sole discretion of _____. The amount of money advanced by _____ to an employee MUST be reasonably calculated not to exceed the amount of anticipated expenditures and made on a day within thirty days of the day that the anticipated expenditures are paid or incurred. The employee receiving such advance must substantiate any related expense to _____ within thirty (30) days after incurring any such expense and return to _____ within thirty (30) days any advanced amount that exceed the amount the employee properly substantiated relating to such expense;

8. Additional Rules

Any reimbursement for expenses hereunder shall be payable to an employee by _____ either (1) with a check separate and apart from the employee's regular paycheck, or (2) by a separate amount disclosed on the employee's regular paycheck. This plan shall be maintained on a calendar year (i.e., January 1 through December 31) basis and the method of reimbursement enumerated hereunder may not be changed by action of either _____ or the employee at any time during a calendar year (i.e., once the method of reimbursement is used, it must be consistently followed for the rest of the calendar year).

9. Consequences of Failure

Consequences of failure by an employee to comply with any provision or provisions contained in paragraphs 1 through 8 above may, at the option of _____, render the expenses related to such failure nonreimbursable.

Signature of Officer

Date

Title