

## Expense Reimbursement

It is MAPP's policy to reimburse out of pocket expenses when an employee accumulates expenses while conducting company business. Employees who seek reimbursement should aim to accumulate as minimal of company expenses as possible. Reimbursement applies only to company related expenses.

When scheduling travel or activities that are related to company expenses you will be expected to use your best discretion in keeping costs to a minimum. Add on's, and splurging on unnecessary items will be subject to not be covered as a reimbursable expense.

Valid receipts are required to all reimbursable expense items. All expense reimbursements must be submitted through the MyHR portal for approval and processing.

**IMPORTANT:** In order to accurately track job cost and monthly company expenses, it is a requirement for all eligible expenses to be submitted for processing within 90 days from the date of purchase, or the receipt date. **NO EXCEPTIONS!** This is an important factor in accurately tracking cost, and therefore reimbursements must occur within a timely manner.