Expenses

This fictional policy demonstrates how a team can make routine decisions easy to find. It is not a promise of reimbursement by BookHost.

Before spending

Agree business travel and unusual purchases with your manager in writing. Our example team requires approval for any single purchase above EUR 100 and for every recurring subscription, regardless of price. Check for an existing team license before buying another one.

Submit a complete claim

Within ten working days, attach the receipt in the private expense system. Include the purchase date, original currency, business purpose and project. For a shared meal, list attendees there rather than in this public handbook. Use the reimbursement system's exchange-rate process instead of guessing a conversion.

What happens next

Your manager confirms the business purpose; Finance checks the evidence and includes approved claims in the next reimbursement run. If information is missing, Finance returns the claim with a specific question. Keep the original receipt until Finance confirms it can be discarded.

Missing receipt or accidental personal charge

Contact Finance privately and explain what happened. Do not manufacture a replacement receipt or edit a merchant invoice. Finance will explain which evidence is acceptable.

Owner: Finance. Store bank details, receipts and employee information outside shared documentation.

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