

SUBCONTRACTOR BILLABLE EXPENSE REIMBURSEMENT AGREEMENT

This Subcontractor Billable Expense Reimbursement Agreement (the "Agreement") is entered into as of _____, by and between:

Contractor: _____, with a principal place of business at _____, and

Subcontractor: _____, with a principal place of business at _____.

WHEREAS, Contractor and Subcontractor are parties to that certain Master Services Agreement dated _____ (the "Master Agreement"); and

WHEREAS, this Agreement establishes the protocols, rules, and procedures governing the reimbursement of out-of-pocket expenses incurred by Subcontractor during the performance of services under the Master Agreement.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

1. DEFINITION OF REIMBURSABLE EXPENSES

Only actual, reasonable, and necessary out-of-pocket expenses directly incurred by Subcontractor in the performance of services under the Master Agreement shall be eligible for reimbursement. Eligible expenses are strictly limited to:

- a. Standard coach-class airfare for pre-approved project travel.
- b. Reasonable lodging accommodations, not to exceed _____ per night, unless otherwise pre-approved.
- c. Standard rental vehicles, local transit, or mileage reimbursed at the standard IRS rate.
- d. Meals and incidental expenses not to exceed a daily cap of _____.
- e. Project-specific materials or third-party services purchased directly for the benefit of the Contractor, subject to the pre-approval limits herein.

2. PRE-APPROVAL PROTOCOL

- a. Any single expense exceeding _____ must receive written pre-approval from the Contractor's designated representative prior to purchase or booking.
- b. Any aggregate weekly expenses exceeding _____ must receive written pre-approval.
- c. Failure to obtain written pre-approval as required under this section will result in the immediate forfeiture of the right to reimbursement for such expenses.

3. SUBMISSION AND DOCUMENTATION REQUIREMENTS

- a. Subcontractor must submit all reimbursement requests utilizing the Contractor's designated expense report form.
- b. Every reimbursement request must be accompanied by legible, original itemized receipts. Summarized credit card statements or charge slips alone are not acceptable documentation.
- c. Expense claims must be submitted within _____ days of the date the expense was incurred. Expenses submitted after this timeframe will not be honored.

4. NON-REIMBURSABLE EXPENSES

The following expenses are strictly non-reimbursable under any circumstances:

- a. Alcoholic beverages, entertainment, or recreational expenses.
- b. First-class or business-class travel upgrades.
- c. Fines, parking tickets, traffic violations, or legal fees.
- d. Personal items, toiletries, clothing, or salon services.
- e. Travel expenses for spouses, dependents, or companions of the Subcontractor.

5. AUDIT AND VERIFICATION

Contractor reserves the right to audit Subcontractor's books, records, and receipts related to any claimed expenses for a period of _____ years following termination of the Master Agreement. If an audit reveals overpayments or unapproved expenses, Subcontractor shall promptly refund such amounts to Contractor within _____ days of written demand.

6. PAYMENT TERMS

Approved expense reimbursements will be processed and paid within _____ days following Contractor's receipt of a complete, accurate, and approved expense report with all required supporting documentation.

IN WITNESS WHEREOF, the parties hereto have executed this Subcontractor Billable Expense Reimbursement Agreement as of the date first written above.

CONTRACTOR:

Authorized Signature

Printed Name

Title

Date

SUBCONTRACTOR:

Authorized Signature

Printed Name

Title

Date