

STANDARD AGREEMENT FOR SUBCONTRACTOR EXPENSE REIMBURSEMENT

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

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

and

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

1. PURPOSE

This Agreement establishes the exclusive protocols, guidelines, and authorization requirements governing the reimbursement of business-related expenses incurred by the Subcontractor during the performance of services on behalf of the Contractor under the primary service agreement dated _____.

2. ELIGIBLE EXPENSES

The Contractor shall reimburse the Subcontractor only for necessary, reasonable, and actual expenses directly related to the performance of services, strictly limited to the following categories:

- a. Travel expenses, including standard coach airfare, standard lodging, and rental vehicles, provided they are required for the performance of the services.
- b. Meals and incidental expenses directly associated with authorized travel, subject to a daily cap of _____.
- c. Project-specific materials, equipment, or software licenses, subject to prior written approval from the Contractor.
- d. Other expenses specifically authorized in writing by the Contractor prior to being incurred.

3. PRE-APPROVAL REQUIREMENTS

Any single expense exceeding _____, or any aggregate monthly expense exceeding _____, requires explicit written pre-approval from the Contractor's designated representative. Unapproved expenses that exceed these thresholds shall not be reimbursed.

4. DOCUMENTATION AND SUBMISSION PROTOCOLS

To receive reimbursement, the Subcontractor must comply with the following submission protocols:

- a. All reimbursement requests must be submitted using the Contractor's standard expense report form.
- b. Submissions must include legible copies of original receipts, invoices, or proof of payment for all expenses. Credit card statements alone do not constitute sufficient documentation.
- c. Expense reports must be submitted within _____ days of incurring the expense. Expenses submitted after this period may be denied for reimbursement at the sole discretion of the Contractor.

5. PAYMENT TERMS

Approved reimbursement requests will be processed and paid within _____ days following the receipt of a complete, compliant, and approved expense report with all required supporting documentation.

6. GOVERNING LAW

This Agreement shall be construed, interpreted, and governed by the laws of the State of _____, without regard to its conflict of law principles.

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

CONTRACTOR

SUBCONTRACTOR

AUTHORIZED SIGNATURE

AUTHORIZED SIGNATURE

PRINTED NAME

PRINTED NAME

TITLE

TITLE

DATE

DATE