

SUBCONTRACTOR BUSINESS EXPENSE REIMBURSEMENT GUIDELINES AGREEMENT

This Agreement is entered into as of _____ (the "Effective Date"), by and between:

Contractor: _____ with its principal place of business at

and

Subcontractor: _____ with its principal place of business at

1. PURPOSE

This Agreement establishes the exclusive protocols, requirements, and guidelines governing the reimbursement of business expenses incurred by the Subcontractor during the performance of services under the master service agreement or work order dated _____.

2. PRE-APPROVAL REQUIREMENTS

All business expenses exceeding _____ must receive written pre-approval from the Contractor's designated representative prior to being incurred. Unapproved expenses exceeding this threshold will not be eligible for reimbursement.

3. ELIGIBLE EXPENSES

Subject to the limitations outlined herein, the following categories of expenses may be submitted for reimbursement:

- **Travel:** Airfare (economy class only), personal vehicle mileage at the rate of _____ per mile, tolls, and parking fees.
- **Lodging:** Standard single-occupancy hotel rooms not to exceed _____ per night.
- **Meals:** Actual cost of meals during travel status up to a daily limit of _____. No reimbursement will be provided for alcoholic beverages.
- **Other:** Direct project materials as specifically authorized under the Statement of Work.

4. INELIGIBLE EXPENSES

The following expenses are strictly non-reimbursable:

- Alcoholic beverages and entertainment.
- Travel insurance, valet parking, and luxury vehicle rentals.
- Fines, parking tickets, or traffic violations.
- Expenses incurred by spouses or guests accompanying the Subcontractor.
- Indirect overhead costs or office supplies unless explicitly authorized in writing.

5. SUBMISSION AND DOCUMENTATION

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

1. Expenses must be submitted using the Contractor's standard expense report form.
2. All submissions must include legible copies of original receipts showing the date, itemized list of purchases, and payment method. Credit card statements alone do not constitute valid receipts.
3. Expense reports must be submitted within _____ calendar days of the date the expense was incurred. Claims submitted after this period will be void.

6. PAYMENT TERMS

Approved reimbursement requests will be paid within _____ days of receipt of a complete, compliant, and approved expense report, accompanied by all necessary supporting documentation.

7. COMPLIANCE AND AUDITING

The Contractor reserves the right to audit the Subcontractor's records regarding any submitted reimbursement request. If any reimbursement is found to have been paid in violation of this Agreement, the Subcontractor shall immediately refund such amount to the Contractor or the Contractor may offset the amount against any outstanding invoices.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the Effective Date.

CONTRACTOR

SUBCONTRACTOR

Authorized Signature

Authorized Signature

Print Name: _____

Print Name: _____

Title: _____

Title: _____

Date: _____

Date: _____