

# SUBCONTRACTOR EXPENSE REIMBURSEMENT POLICY AGREEMENT

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

**Contractor:** \_\_\_\_\_

And

**Subcontractor:** \_\_\_\_\_

Collectively referred to herein as the "Parties."

## 1. PURPOSE & SCOPE

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This Agreement defines the protocols, terms, and conditions under which the Contractor will reimburse the Subcontractor for business expenses incurred during the performance of services under the primary service agreement dated \_\_\_\_\_.

## 2. PRE-APPROVAL PROTOCOL

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1. All expenses exceeding \_\_\_\_\_ must receive written authorization from the Contractor prior to being incurred.
2. Unapproved expenses that exceed the pre-approval threshold will not be eligible for reimbursement, and the Subcontractor shall bear sole financial responsibility for such costs.

## 3. ELIGIBLE EXPENSES

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Subject to pre-approval and the terms herein, the following categories of expenses are eligible for reimbursement:

1. **Travel:** Economy-class airfare, standard lodging, and rental vehicles when travel is required beyond a radius of \_\_\_\_\_ miles from the Subcontractor's primary place of business.
2. **Mileage:** Personal vehicle usage reimbursed at a rate of \_\_\_\_\_ per mile.
3. **Meals:** Actual expenses for meals up to a maximum daily limit of \_\_\_\_\_.
4. **Materials & Supplies:** Directly related project materials, provided they are itemized and documented.

## 4. INELIGIBLE EXPENSES

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The following expenses are strictly non-reimbursable:

1. Alcoholic beverages, entertainment, and personal services.
2. Fines, parking tickets, or traffic violations.
3. Regular commuting costs between the Subcontractor's residence and the primary job site.

4. Any expenses not supported by valid, legible, and itemized receipts.

## 5. DOCUMENTATION & SUBMISSION PROCEDURES

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1. The Subcontractor must submit all reimbursement claims using the Contractor's designated expense report form.
2. Every claim must be accompanied by itemized, original receipts or electronic copies thereof. Credit card statements alone do not constitute sufficient documentation.
3. Reimbursement requests must be submitted within \_\_\_\_\_ days from the date the expense was incurred. Claims submitted after this window will be subject to forfeiture.

## 6. PAYMENT TERMS

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Approved reimbursements will be processed and paid within \_\_\_\_\_ days of receipt of a complete and validated expense report, subject to the standard payment cycles of the Contractor.

## 7. GOVERNING LAW

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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 Subcontractor Expense Reimbursement Policy Agreement as of the date first written above.

### CONTRACTOR:

### SUBCONTRACTOR:

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
PRINTED NAME

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