





## Expense Reimbursement Form

### EXPENSE REPORTS:

#### **Policy:**

It is RiteNet Corp. policy to reimburse employees for expenses incurred on behalf of the company.

#### **Guidelines:**

These expenses must meet the requirements of allowable expenses under Government contracting and tax regulations.

#### **Procedures:**

1. All RiteNet Corp. expense Vouchers must be approved by a RiteNet manager or above.
2. Expense Vouchers must be properly completed with appropriate receipts attached. Proper completion include dates, names, and purposes of any meeting and business reason for which expense was incurred.
3. Expense Vouchers will be reviewed and processed for payment by appropriate department (s).