



Sales Expense Policy

effective April 15, 2024

\$3,000 Annual Expense Budget

(up to \$250 per Month / \$750 per Quarter)

Purchases over \$250 will require prior approval.

Submit Expense Receipts Online (Monthly or Quarterly)

<https://www.workbookcreative.com/sales-expense-reimbursement/>

All expenses must be submitted for reimbursement no later than 90 days of expenditure. No exceptions.

Reimbursement payments will be made within 30 days of submission.

ALLOWABLE REIMBURSABLE EXPENSES

- Car / Mileage or Transportation Expense
- Client Entertainment
- Corporate Gifts (i.e. Holidays, Goodwill Gestures)
- Trade Organization Events & Memberships
- Travel / Hotel Expense

NON-REIMBURSABLE EXPENSES

- Assistants
- Books & Periodicals
- Office Supplies
- Cell Phone and/or Service
- Computer, Tablet and/or Internet Service
- Computer Software and/or Online App Services
- Shipping Services
- Work Space Rental