



Employee Expense Report



Employee Name: _____

Pay Period (W/E): ____ / ____ / ____ (SUNDAY)

Complete the following form for any employee expense reimbursements that meet company guidelines as noted below and follow the policies listed in the company employee manual. All expense reimbursements require management approval before being processed by accounting.

Date:	Description:	Job Name:	Amount:
Total:			

General Company Travel / Expense Reimbursement Policies:

- Reimbursable expenses are just that – for reimbursement. These policies are not intended to be a bonus or form of additional pay.
- There are two main reimbursable expenses: Per Diems and Mileage. Any other expenses will be reviewed by management.
- Per Diems are intended to cover dinner and incidentals for employees who are required to stay out of town for a job. A Per Diem, not to exceed \$25 per night, may only be claimed on nights when the employee is required to stay in a hotel. A Per Diem will not be paid for the final night of a job when the employee is able to return home. Hotels, when approved, will be paid for and arranged by the company.
- Ace AC / Ace Electric expect employees to travel in their own vehicles to the jobsites when requested. An employee may be dispatched from his/her home or from the office. When travel is more than 50 miles from the employee's home address OR from the office address (whichever is closer to the jobsite), the manager, at his sole discretion, may authorize coverage of the employee's additional travel expenses including mileage (gas). When travel is less than 50 miles from the employee's home address OR from the office address (whichever is closer to the jobsite), then under no circumstances will travel be repaid (this includes but is not limited to tolls, gas, mileage, and on the clock time). Example: Employee X lives in Orlando and must travel to Gainesville for a job. Because the office is closer to Gainesville, travel will be calculated from the office. Employee X will not be eligible for mileage reimbursement until he has traveled to a point 50 miles from the office. He may apply for mileage coverage for any additional miles driven after reaching that point. Google Maps will be used to determine the point 50 miles from the office. Additionally if Employee X were to travel to a job in Lakeland which is more than 50 miles from the office, but less than 50 miles from his home, he would be dispatched from his home and would not be eligible for reimbursement.
- Employees will be clocked in upon arrival at the jobsite in all circumstances, even when mileage is reimbursed or when a company vehicle is provided. Employees are not paid for travel unless this expense is approved up front by management.
- During the day, if you are authorized to travel from the jobsite to another jobsite or to a supplier/vendor, you will remain clocked in and if you are using a non-company provided vehicle, you can claim mileage on this expense report for the round trip distance.
- Tolls are not covered for employees under any circumstances.
- Gas receipts will not be reimbursed for any reason. Mileage is always used to calculate gas reimbursement.
- When staying at hotel provided by the company, you will not be reimbursed for travel or clock in time from the jobsite to the hotel.

EMPLOYEE SIGNATURE: _____
(Signature – When Applicable)

DATE: ____ / ____ / ____

DEPARTMENT MGR: _____
(Manager Approval)

DATE: ____ / ____ / ____

**** SUBMIT TO ACCOUNTING AFTER MGMT APPROVAL****