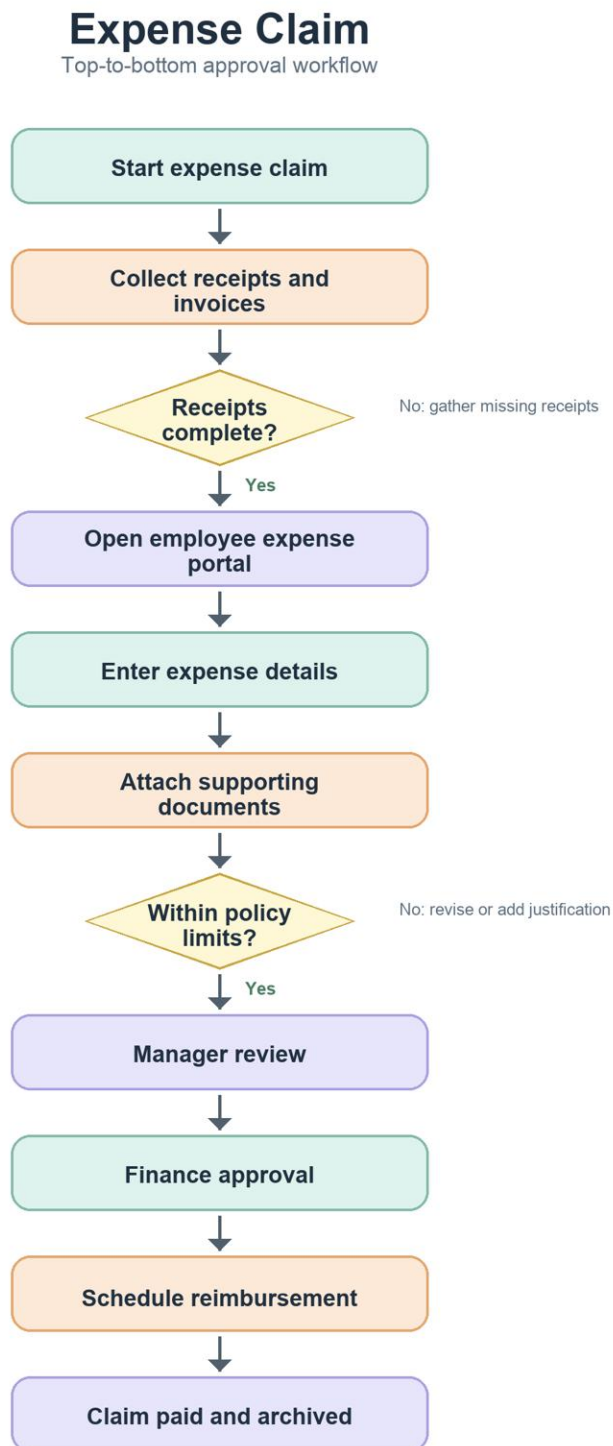


Finance Operations Handbook

5.2 Expense claims

Employees submit expense claims through the expense portal within 30 days of purchase. Claims above the policy limit need a written justification before manager review.

Figure 5 shows the approval workflow used by all business units.



Reimbursements are paid in the next payroll run after finance approval.