

Sample Accountable Plan for Business Expense Reimbursement

Purpose: This document can be used as a guide to draft an accountable plan for expense reimbursements. However, it is merely an example, and it is not meant to be adopted or adapted without consulting appropriate legal counsel.

ACCOUNTABLE PLAN

_____ expense reimbursement policy pursuant to Reg. 1.62-2, upon the following terms and conditions are intended to comply with all applicable tax rules:

- 1) Any person now or hereafter employed by _____ shall be reimbursed for any ordinary and necessary business and professional expenses incurred on behalf of _____. The expenses must be adequately substantiated as required by the Company policy on expense reimbursements. (See policy in Employee Handbook.)
- 2) Under no circumstances will _____ reimburse employees for business or professional expenses incurred on behalf of _____ that are not properly substantiated. Employees understand that this requirement is necessary to prevent our expense reimbursement plan from being classified as a "non-accountable" plan.
- 3) All expenses must be substantiated within a reasonable period of time. This must be within 60 days or less after the expense is paid or incurred if the company wants to qualify for the "fixed date" safe harbor substantiation rule.
- 4) All charges to company credit cards must be substantiated in the same manner as the above mentioned reimbursements.
- 5) Advances that are not substantiated within a reasonable period of time must be returned (paid back) within a reasonable period of time.
- 6) Documentation will include the amount, date, place, business purpose and business relationship of any person entertained for each expense. A receipt will accompany the documentation.

By signing and dating below I hereby acknowledge and agree to the above stated Accountable Plan terms and conditions:

Employee Printed Name: _____

Employee Signature: _____

Date: _____

Company Representative: _____

Date: _____

Sample Expense Reimbursement Form

Employee Name:
For the Month of:

John Doe
January

Year: 2020

Date	Vendor	Description of Expense	Business Purpose	Amount
<i>1/17/2020</i>	<i>Chevron</i>	<i>Mileage to conference</i>	<i>Mileage (457x.56)</i>	<i>\$ 255.92</i>
			Subtotal	
			Minus Advance/Per Diem	
			Total Reimbursement Due	

By signing and dating below I declare that all information is true and accurate, and that each entry is an eligible business or professional expenses incurred on behalf of Company Name per the company reimbursment policy.

Employee Signature: _____

Date: _____

Approved by: _____

Date: _____