

LLC/PARTNERSHIP EXPENSE REIMBURSEMENT POLICY

Effective Date

This Expense Reimbursement Policy ("Policy") is adopted effective _____, by:

Business Name: _____

Entity Type: Limited Liability Company (LLC) Partnership

The Members/Partners adopt this Policy to establish procedures for reimbursing business expenses paid personally by a Member or Partner on behalf of the Company.

1. PURPOSE

The purpose of this Policy is to ensure that Members and Partners are reimbursed for ordinary and necessary business expenses incurred on behalf of the Company and that such expenses are properly documented and recorded in the Company's books and records.

2. ELIGIBLE EXPENSES

The Company shall reimburse Members and Partners for reasonable and necessary expenses incurred directly for Company business, including but not limited to:

Administrative Expenses

Office supplies

Printing and copying

Postage and shipping

Business software subscriptions

Travel Expenses

Airfare

Lodging

Business transportation

Parking fees

Tolls

Business-related meals

Vehicle Expenses

Business mileage using a personal vehicle

Parking and tolls related to business activities

Professional Services

Licensing fees

Professional memberships

Continuing education

Industry conferences and seminars

Communications

Business-use portion of cellular telephone expenses

Business-use internet expenses

Business-use technology costs

Other Business Expenses

Any expense that is ordinary, necessary, and directly related to Company operations may be eligible for reimbursement upon approval.

3. NON-REIMBURSABLE EXPENSES

The Company will not reimburse:

Personal living expenses

Personal entertainment expenses

Family or guest travel not related to Company business

Personal vehicle commuting expenses

Fines or penalties

Expenses lacking adequate documentation

Any expenditure prohibited by law

4. DOCUMENTATION REQUIREMENTS

To qualify for reimbursement, the Member or Partner must provide adequate documentation that includes:

Required Information

Date of expense

Vendor name

Amount paid

Description of expense

Business purpose

Supporting receipt or invoice

Mileage Documentation

Mileage reimbursement requests must include:

Date of travel

Starting location

Destination

Business purpose

Total business miles

5. SUBMISSION OF REIMBURSEMENT REQUESTS

Expense reimbursement requests should be submitted within sixty (60) days after the expense is incurred.

Each request shall include:

Expense report or reimbursement request form

Supporting receipts and invoices

Business purpose explanation

Failure to submit timely documentation may result in denial of reimbursement unless otherwise approved by the Members or Partners.

6. APPROVAL PROCESS

Multi-Member LLC or Partnership

Reimbursement requests submitted by a Member or Partner shall be reviewed and approved by:

Another Member or Partner; or

The Managing Member; or

A designated financial officer.

No individual shall approve their own reimbursement request when another approving authority is available.

Single-Member LLC

For a single-member LLC, the Member may approve reimbursement requests provided adequate documentation is maintained with Company records.

7. REIMBURSEMENT METHOD

Approved reimbursements shall be paid by:

Company Check

Electronic Transfer

Other: _____

Reimbursements shall generally be paid within ____ days after approval.

8. ACCOUNTING TREATMENT

Approved reimbursements shall be recorded as Company expenses and shall not be treated as:

Guaranteed payments (unless specifically designated)

Member distributions

Partner distributions

Additional compensation

unless otherwise required under applicable tax rules.

If reimbursement is not requested, the Company may record the payment as a capital contribution or partner contribution subject to approval and proper accounting treatment.

9. RECORD RETENTION

The Company shall maintain reimbursement records, receipts, and supporting documentation for not less than seven (7) years or such longer period as required by law.

Records shall be maintained with the Company's books and records.

10. POLICY REVIEW

The Members/Partners shall review this Policy periodically and may amend it by written consent.

ADOPTION

The undersigned Members/Partners hereby adopt this Expense Reimbursement Policy effective as of the date listed above.

Member/Partner: _____

Signature: _____

Date: _____

Member/Partner: _____

Signature: _____

Date: _____

Member/Partner: _____

Signature: _____

Date: _____

Member/Partner: _____

Signature: _____

Date: _____