



REIMBURSEMENT FOR EXPENSES

As per the employee handbook, Socket employees will be reimbursed for reasonable approved expenses incurred during Brand Ambassador events. These expenses must be approved by their department supervisor, and may include event related supplies, meals, and car mileage for personal vehicles.

All expenses incurred should be submitted to your department supervisor along with the receipts in a timely manner. Employees must provide all receipts for reimbursements. Expense Reports must be turned in timely within 30-45 days and before the month-end close process.

RECOMMENDED MEAL AMOUNTS:

- Breakfast \$12/Meal
- Lunch \$15/Meal
- Dinner \$20/Meal

MILEAGE REIMBURSEMENT RATE:

\$0.67 per mile

EXPENSE FORM SUBMISSION:

- **Fill in Employee Information:** report date, name, department.
- **Enter Expense Details:**
 - Date
 - Vendor (store of purchase)
 - Description (item purchased and for what event)
 - Amount spent
 - Mileage (if applicable)
- **Attach receipts:** Paper or clear digital copies
- **Review & Sign:** Verify entries, include your signature and your supervisor's signature.
- **Submit:** Send expense report and related receipts to accountspayable@corp.socket.net and please copy your supervisor and marketing@corp.socket.net.