

Terms and Conditions for Expense Reimbursement

I understand that I am submitting this information for review, and that reimbursement is never guaranteed unless the purchase was approved by management ahead of time. I understand that if this is less than 2 days before pay day, I may not receive the reimbursement on this week's check. This is a legitimate business expense for Da Vinci Foods or Beach Meats, and due to unusual circumstances I needed to pay for it from my own personal funds. All the information provided is true and accurate, to the best of my knowledge. **I understand that any inaccurate, dishonest or duplicated reimbursement requests are in violation of the terms of my employment, and that disciplinary consequences may include termination and/or legal action.**