



www.thehazmatguys.com | 718-974-9114 | info@thehazmatguys.com

446 E Meadow Ave #139, East Meadow, NY 11554

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Internal Company Reimbursement Policy

Submission Process

All reimbursement requests must be submitted via the designated Staff Portal on the company website. Upon submission, automatic notifications will be sent to the Office Admin, CEO, and COO for verification and approval.

Payment Timeline

Reimbursements will be processed within a net 30-day payment cycle from the date of submission.

Meal Stipend

Employees are eligible for meal stipends based on training duration:

- \$30 per half-day training session
 - \$60 per full-day training session
- Receipts are not required for meal stipends.

Information Required for Training Reimbursement

Contractors and employees must complete all applicable fields in the reimbursement form. Incomplete submissions may result in payment delays.

Travel Expenses

Air Travel

- Only main cabin airfare is reimbursable. Upgrades to comfort, business, or first-class will not be covered.

Vehicle Travel

- *Personal Vehicle:* Reimbursed at the current government mileage rate of \$0.70 per mile (inclusive of fuel). Tolls and parking fees must be reported separately and supported by receipts.
- *Rental Vehicle:* Fuel costs are reimbursable with detailed receipts. Instructors are encouraged to choose the most efficient and cost-effective travel option. If ride-sharing proves more practical, it may be used.

General Expenses

For class-related out-of-pocket expenses:

- Submit requests through the General Expenses section of the Staff Portal.
- Include the following: Name, Email, Expense Description, Total Amount, and Uploaded Receipt.
- Expenses will be reviewed and approved by the Office Admin and Executive Staff.

Learn more about THMG training opportunities at www.thehazmatguys.com/hireus





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Uniform Requests

Uniform requests must be submitted via the Staff Portal and will be fulfilled within a net 30-day timeframe, subject to inventory availability.

Documentation and Compliance

All company policies, employee handbooks, and related documents are available in the File Cabinet section of the Staff Portal.

Discrepancy Handling

The Office Admin may request clarification or additional documentation to resolve discrepancies or validate expenses prior to approval.

In place March 31, 2025

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