

Executive-Level Company Reimbursement Policy

Submission Process: All reimbursement requests must be submitted through the designated Executive Payroll Portal on the website. Upon submission, notifications will be sent automatically to the Office Admin, CEO, and COO to verify accuracy.

Payment Timeline: All reimbursements will be processed within a net 30 payment cycle from the date of form submission.

Meal Stipend: Executives receive a flat-rate meal stipend of \$100 per training day. Receipts are not required for meal stipends.

Information Required for Training Reimbursement: Executives must fill in all applicable fields; missing information may delay payment.

Travel Expenses:

- **Air Travel:**
 - Main cabin airfare only. Upgrades to comfort, business, or first-class will not be reimbursed.
- **Vehicle Travel:**
 - **Personal Vehicle:** Reimbursed at the current government rate (\$0.70 per mile, inclusive of fuel). Report tolls and parking fees separately, including receipts.
 - **Rental Vehicle:** Fuel costs will be reimbursed upon submission of detailed receipts. Executives are encouraged to use discretion on the most efficient and cost-effective mode of travel. Ride share services may be used if they are deemed the best option.
- **Ride Share and Public Transport:**
 - Expenses reimbursed only for transportation to/from the airport, including ride shares (Uber, Lyft), ferry, or train services. Local travel expenses not related to airport transit will not be reimbursed.
 -

General Expenses: For class-related out-of-pocket expenses:

- Submit through the General Expenses section on the executive payroll portal.
- Provide Name, Email, Expense Description, Total Amount, and Upload Receipt.
- Reviewed and approved by Admin and Executive Staff.
-

Use of Company Credit Cards: Use of company credit cards is only permitted with prior approval from company ownership. All requests for credit card use must be clearly documented and authorized before incurring expenses.

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





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

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

👉 Follow [@thehazmatguys](#) on Social Media

Uniform Requests: Uniform requests submitted via the executive payroll portal will be fulfilled within a net 30 timeframe, subject to inventory and availability.

Documentation and Compliance: All company policies, employee handbooks, and additional relevant documents are accessible in the File Cabinet section of the executive payroll portal.

Discrepancy Handling: The Office Admin may request clarification or additional documentation to resolve discrepancies or validate expenses before approval.

In place March 31, 2025

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

