

Analyzer International Inc.

Online Employee's Manual

Section – Expense Reports

Updated: Nov 9, 2015

- 1. All employees must use expense report forms given and approved by Analyzer.**
- 2. All expenses must be substantiated with receipts.**
- 3. Expenses reports shall be completed to separate out FAR allowable and unallowable expenses.**
- 4. Expense reports will be paid by ACH direct payments and employees are required to check that the payments are direct deposited into their account.**
- 5. Non-routine and big cost expense items must be pre-authorized.**
- 6. The expense reports must be signed and password protected. Digital signatures are allowed.**