

Reimbursable Expense Policy

As provided in the Employee Policy Manual, each Company will establish the policy for Employee expenses that are reimbursable. This Reimbursable Expense Policy is for Project Management activities of Denizen Management. Please note, the Company is not obligated to reimburse an Employee for charges outside of this Policy, or if not approved in advanced as provided.

Reimbursable Expenses

All Reimbursable Expenses are to be submitted once a month by the 20th of each month and will be paid by the 10th of the following month using the Reimbursement Expense (Form). All Reimbursable Expenses such as Parking, Meal, Airline Travel and Lodging requires advanced approval from the District Manager, Vice President or Principals.

Reimbursable Expense Categories

If approved in advance, the following are the Reimbursable Expense categories.

1. Mileage
2. Parking
3. Meals – per diem
 - a. \$35.00 per day with hotel overnight stay (1 night hotel overnight = \$35.00 meals reimbursement)
4. Airline Travel
5. Lodging

Approved Mileage Expense

Approved Mileage are as follows:

1. Mileage to scheduled off-site QUE Training & Development and Apartment Association, etc. classes, if not included and part of an Auto Allowance per the Allowance Policy.
2. Mileage to scheduled off-site Corporate Office, if not included and part of an Auto Allowance per the Allowance Policy.
3. Mileage for Community Outreach, court, bank, travel between sister properties, etc., if not included and part of an Auto Allowance per the Allowance Policy.

Expense Reimbursement (Form)

Employees are to use the Mileage Log (Form) for all mileage and the Expense Reimbursement (Form) to itemize all Reimbursable Expenses, including the total mileage reimbursement per this Policy. All Reimbursement Expenses are to include the cost code and cost description according to the attached Chart of Accounts – Reimbursement Expenses. Copies of all receipt are required.

Please note: If not approved, employee will be responsible for the expense per the Employee Policy Manual

Chart of Accounts - Reimbursable Expenses

Account Code	Account Code Description	Note
EXPENSES [4] - Properties		
4102570	Air Travel Reimbursement	Airline tickets and baggage
4102580	Automotive Mileage Reimbursement	
4102600	Lodging Reimbursement	Hotel rooms
4102605	Meals Reimbursement	Per diems
4102610	Rental Car Reimbursement	
4102615	Parking & Toll Fee Reimbursement	
EXPENSES [4] - DM		
4418050	Air Travel Reimbursement	Airline tickets and baggage
4418100	Automotive Mileage Reimbursement	
4418150	Lodging Reimbursement	Hotel rooms
4418200	Meals Reimbursement	Per diems
4418250	Rental Car Reimbursement	
4418300	Parking & Toll Fee Reimbursement	
4418350	Automotive Allowance	
4418900	Other Travel Reimbursement	