



NSM Travel & Entertainment Expense (T&E) Policy Critical Reminders

Timely Submissions

- Submit your transactions in a timely manner.
- [Expense Reimbursements](#)
 - Completed expenses must be submitted within 30 days of the date incurred
 - Incomplete submissions will not be reimbursed until all required information is provided.
- [Corporate Cardholders](#)
 - Address transactions within **7 days** of card swipe.
 - If not addressed, the user's card may be suspended.
- After 60 days, unresolved transactions may result in a payroll deduction.
- Review the policy for additional information.

Expense Type

- Use the new Expense Type reference guide to select the correct expense type.
- If using "Other", add a clear explanation in the description field for accurate expense coding.

Branch

- Required when expenses are tied to a different branch or involve split allocations.
- Ensure the correct branch number is entered for accurate reporting.

Descriptions

- Provide complete and clear descriptions of your expenses.
- This supports audit traceability and proper coding.

Attendees (if applicable)

- Required for team meals, client events, or group activities.
- Complete the "Attendees" field and include the meeting purpose in the "Description" field.
- Review current policy for additional information and compliance.

Receipts & Affidavit Submission (Required)

- Receipts are required for all expenses over \$50.
- If a receipt is missing or lost, you must submit a Missing Receipt Affidavit and include detailed information about the expense in the description field.
- Affidavits are not accepted for travel-related expenses (e.g., hotels, airfare, vehicle rentals); a valid receipt is required.
- Frequent reliance on affidavits may indicate non-compliance and could lead to additional review.
- IRS Compliance Reminder: Missing receipts may cause expenses to be reported as taxable income on your W-2.
- Consistent adherence to receipt requirements is essential for policy compliance and audit readiness.



NSM Travel & Entertainment Expense (T&E) Policy Critical Reminders

Duplicate Transactions (Cardholders Only)

- Do not manually enter transactions.
- Cardholder expenses are automatically uploaded to the platform.
- Just complete missing fields, attach your receipt and submit for approval.

Additional Notes

- Review your "Tasks" tab under the Expense section in the platform to identify and resolve any outstanding items.
- Cardholders with unresolved transactions will receive separate communication with steps to avoid further action.
- Incomplete expense reimbursements will not be processed until all required information is submitted.

NSM T&E Policy Resources

- [T&E Policy](#)
- [T&E Expense Type Reference Guide](#)
- [Missing Receipt Affidavit](#)