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Expense Reimbursement Guide for California Workers

A free resource from Seligson Law — Helping
California employees protect their rights under Labor
Code § 2802

Do You Pay Out of Pocket for Work?

If you're covering costs like home internet, gas, uniforms, or phone use for your job, your employer may be required to pay you back. Use this Expense Reimbursement Tracker to log your work-related expenses and find out what you may be owed.

Questions about unpaid reimbursements?

Call 213-293-6692 or email intake@seligsonlaw.com.



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Common Reimbursable Expenses Under California Law

- ✓ Mileage or gas for work-related travel
- ✓ Uniforms, protective gear, or required clothing
- ✓ Tools, supplies, and equipment used for your job
- ✓ Work-related cell phone and internet use
- ✓ Parking, tolls, and public transportation fares
- ✓ Software or app subscriptions required for work
- ✓ Meals or lodging for required travel or training



What To Do If Your Employer Refuses to Reimburse You

1. Document Everything

Keep detailed records of all expenses, receipts, and requests for reimbursement.

2. Make a Written Request

Politely email or text your employer asking for reimbursement and include dates, amounts, and receipts.

3. Give a Reasonable Deadline

Allow your employer time to review and respond.



What To Do If Your Employer Refuses to Reimburse You

4. If They Refuse or Ignore You

Contact an employment lawyer. Under California law, you may be able to recover:

- The full amount owed
- Interest and penalties
- Attorney's fees



Tips for Keeping Documentation

Save receipts and invoices for all work-related purchases

Keep digital copies in a folder or on your phone

Log mileage with a tracking app or odometer photo

Note any verbal instructions from supervisors that required the expense

Record each reimbursement payment as it's received



Need Help Getting Reimbursed?

You shouldn't have to pay to do your job. If your employer isn't reimbursing you for work-related costs, you may be owed money. Call 213-293-6692 or email intake@seligsonlaw.com to schedule a consultation. Visit www.seligsonlaw.com for more information.



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