

SOP: Expense Report Preparation and Submission

This SOP details the **expense report preparation and submission steps**, including gathering all relevant receipts and documentation, accurately recording expenses in the designated format, verifying allowable expenses against company policy, obtaining necessary approvals, and timely submission through the approved expense management system.

Objective: Ensure accurate, compliant, and efficient reimbursement processes while maintaining financial accountability and transparency.

Scope

This SOP applies to all employees responsible for submitting business-related expense reports for reimbursement.

Procedure Steps

- 1. Gather Receipts and Documentation**
Collect all original receipts, invoices, and supporting documents for the expenses incurred.
 - Ensure all documents are legible.
 - For lost receipts, complete a missing receipt affidavit if required by company policy.
- 2. Record Expenses Accurately**
Enter each expense in the designated expense report template or approved expense management system.
 - Provide detailed descriptions and indicate the business purpose.
 - Assign expenses to appropriate categories and cost centers.
- 3. Verify Compliance with Company Policy**
Review submitted expenses to ensure they are allowable and comply with company policy.
 - Check expense limits, eligible categories, and required documentation.
 - Flag and seek clarification on questionable expenses before submission.
- 4. Attach Receipts and Required Documentation**
Scan or attach all supporting receipts and documents to the report as per system instructions.
- 5. Obtain Required Approvals**
Submit the completed expense report to your direct manager or authorized approver for review and approval.
 - Address any returned reports for corrections promptly.
- 6. Submit the Report**
Once approved, finalize and submit the expense report within the required time frame using the approved expense management system.
- 7. Track Reimbursement**
Monitor the status of your report and confirm receipt of reimbursement.

Roles and Responsibilities

Role	Responsibility
Employee	Prepare, ensure accuracy, and submit expense reports with all required documentation.
Approver/Manager	Review and approve expense reports in a timely manner.
Finance/Accounting	Verify compliance and process reimbursements.

References

- [Company Expense Policy](#)
- [Expense Report Template](#)
- [Expense Management System User Guide](#)

Note: Failure to comply with this SOP may result in delayed reimbursements or non-reimbursement of expenses.

