

Standard Operating Procedure (SOP)

Submission of Expense Reports by Employees

1. Purpose

This SOP details the **submission of expense reports by employees**, outlining the procedures for accurate documentation, timely submission, and necessary approvals. It covers the preparation of expense forms, attaching relevant receipts, compliance with company policies, review processes by supervisors, and final reimbursement procedures. The goal is to ensure transparency, accountability, and efficient processing of employee expenses.

2. Scope

This procedure applies to all employees who incur expenses while conducting company business and are seeking reimbursement.

3. Responsibilities

- **Employee:** Prepare and submit accurate expense reports with supporting documentation.
- **Immediate Supervisor/Manager:** Review and approve reports for compliance and accuracy.
- **Finance Department:** Process approved reports and reimburse expenses in a timely manner.

4. Procedure

1. **Preparation of Expense Report**
 - Fill out the company-provided expense report form with all relevant details including date, description, and category of each expense.
 - Ensure each expense complies with the company's expense policy.
2. **Attachment of Receipts**
 - Attach original receipts or acceptable digital copies for all claimed expenses.
 - Combine receipts with the corresponding line items on the expense form.
3. **Submission of Expense Report**
 - Submit the completed expense report and supporting documents within the required timeframe (e.g., within 10 business days of incurring the expense).
 - Submit electronically through the company system or by forwarding to the designated finance contact, as per company protocol.
4. **Supervisor/Manager Review**
 - Supervisor/manager reviews the submission for completeness, policy compliance, and accuracy.
 - Requests clarifications or corrections if necessary.
5. **Approval and Forwarding**
 - Once approved, supervisor forwards the report to the Finance Department for processing.
6. **Reimbursement**
 - The Finance Department processes the approved report and reimburses the employee via the designated payment method within the company's reimbursement cycle.

5. Supporting Documents

- Expense Report Form (latest version)
- Receipt guidelines
- Company Expense Policy

6. References

- Employee Handbook - Expense Section
- Company Finance Policy Manual

7. Revision History

| Version | Date | Description | Author |
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| 1.0 | 2024-06-16 | Initial version | HR Department |
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