SOP: Post-travel Reimbursement and Settlement Process

This SOP details the **post-travel reimbursement and settlement process**, covering the submission of travel expense claims, required documentation, approval workflows, reimbursement timelines, and record-keeping practices. The goal is to ensure accurate, timely, and compliant reimbursement of travel-related expenses incurred by employees, promoting accountability and financial transparency within the organization.

1. Scope

This SOP applies to all employees who incur travel-related expenses on behalf of the organization and seek reimbursement.

2. Responsibilities

- **Employee:** Submits complete and accurate expense claims with required documentation.
- **Manager/Supervisor:** Reviews and approves expense claims for policy compliance and legitimacy.
- **Finance/Accounts:** Processes approved claims, issues reimbursements, and maintains records.

3. Process Steps

1. **Expense Claim Preparation**
   - Complete the official travel expense claim form within **7 business days** after returning from travel.
   - Attach all required supporting documentation (see Section 4).
2. **Submission**
   - Submit the completed claim form and documentation to your immediate supervisor or via the company's expense management system.
3. **Review & Approval**
   - Supervisor reviews the claim for accuracy, policy compliance, and completeness within **3 business days**.
   - If corrections are needed, return claim to employee for resubmission.
4. **Finance Processing**
   - Upon managerial approval, the finance department audits and processes the claim within **5 business days**.
   - Approved reimbursement is scheduled for the next payroll cycle or direct bank transfer, as applicable.
5. **Record-Keeping**
   - Finance retains digital or physical copies of all claims and supporting documents for a minimum of **7 years**.

4. Required Documentation

Expense Type	Required Document
Transportation (flights, trains, taxis)	Original tickets/boarding passes and receipts
Accommodation	Hotel invoices/receipts
Meals & Incidentals	Itemized receipts
Other Expenses (e.g., registration fees)	Original receipts and description/purpose

5. Reimbursement Timelines

- Claims must be submitted within **7 business days** of return.
- Manager review and approval within **3 business days** of receipt.
- Finance processing and payment within **5 business days** of approval.

6. Compliance and Audits

Periodic audits will be conducted to ensure compliance with this SOP and detect any discrepancies or fraudulent claims. Non-compliance may result in disciplinary measures per HR policy.

7. Revision History

Version	Date	Change Description	Author
1.0	2024-06-10	Initial release	SOP Team