

# SOP: Expense Submission Guidelines and Documentation Requirements

This SOP details the **expense submission guidelines and documentation requirements**, covering the procedures for submitting expenses, necessary supporting documents, approval workflows, reimbursement timelines, and compliance with company policies. It aims to ensure accurate, timely, and transparent processing of expense claims while maintaining financial accountability and audit readiness.

## 1. Purpose

To outline the standardized process and requirements for the submission and approval of employee expense claims, ensuring compliance with company policies and regulatory mandates.

## 2. Scope

This SOP applies to all employees, contractors, and consultants seeking reimbursement for business-related expenses.

## 3. Expense Submission Guidelines

1. **Eligibility:** Ensure all expenses are business-related and in accordance with the company's Expense Policy.
2. **Submission Platform:** Use the designated expense management system (e.g., Expensify, SAP Concur) for all claims.
3. **Timing:** Submit expense claims within **30 days** of incurring the expense.
4. **Expense Categories:**
  - Travel (airfare, lodging, meals)
  - Local transportation (taxi, ride-share, mileage)
  - Office supplies
  - Client entertainment (with prior approval)
  - Other authorized business expenses
5. **Amount Thresholds:** Expenses above \$100 require manager pre-approval.

## 4. Documentation Requirements

1. **Receipts:**
  - Attach scanned or photographed itemized receipts for each expense over \$25.
  - Credit card statements alone are **not** sufficient.
2. **Proof of Payment:**
  - If the receipt does not show payment, include a bank or card statement highlighting the transaction.
3. **Travel:**
  - Attach travel itinerary/tickets and hotel folio for accommodation expenses.
4. **Business Purpose:**
  - Clearly state the business reason for each expense (who, what, when, where, why).
5. **Missing Receipt:**
  - Complete and submit a "Missing Receipt Declaration" form if an original receipt is unavailable.

## 5. Approval Workflow

1. Employee submits the expense claim with all required documentation.

2. Immediate supervisor/manager reviews for accuracy and policy compliance.
3. Finance/Accounts Payable reviews documentation and budget alignment.
4. Final approval by department head (if required by claim amount).
5. Claim is processed for reimbursement.

## 6. Reimbursement Timeline

Activity	Responsible Party	Timeline
Submission of Expense Claim	Employee	Within 30 days of expense
Managerial Approval	Manager/Supervisor	Within 5 business days
Finance Review and Payment Processing	Finance/AP	Within 10 business days of final approval
Reimbursement to Employee	Finance	Next payroll cycle or within 10 business days

## 7. Compliance & Policy Adherence

- All expense claims are subject to random audits.
- Falsified claims will result in disciplinary action up to termination.
- Non-compliance with documentation requirements may delay or deny reimbursement.

## 8. Record Retention

- Retain all expense documentation for a minimum of 7 years for audit purposes.
- Store records electronically in the approved expense management system.

## 9. Contacts

For queries regarding expense submissions, contact [finance@company.com](mailto:finance@company.com) or your department administrator.