SOP Template for Employee Expense Reimbursement

This SOP Template for **Employee Expense Reimbursement** provides a structured process for submitting, reviewing, and approving employee expenses. It details the required documentation, submission timelines, approval workflow, and reimbursement methods to ensure transparency, accuracy, and compliance with company policies. The template aims to streamline expense claims, minimize errors, and facilitate timely reimbursement for employees.

1. Purpose

To outline the standardized process for employees to claim business-related expenses and for management to review and approve such claims efficiently.

2. Scope

This SOP applies to all employees submitting reimbursement for business-related expenses incurred on behalf of the company.

3. Responsibilities

- **Employees:** Submit accurate expense claims with required documentation.
- **Supervisors:** Review, verify, and approve or reject claims.
- **Finance Department:** Process approved claims and issue reimbursements.

4. Required Documentation

- Original receipts or invoices
- Travel itineraries (if applicable)
- Approved purchase/request forms (if necessary)
- Completed Expense Reimbursement Form

5. Submission Process

1. Complete the Expense Reimbursement Form with all required details.
2. Attach scanned copies or originals of all receipts and supporting documents.
3. Submit the expense report to the designated supervisor within **10 business days** of incurring the expense.

6. Review and Approval Workflow

1. Supervisor reviews the expense claim for completeness and legitimacy.
2. If approved, the claim is forwarded to the Finance Department within **3 business days**.
3. If rejected, the claim is returned to the employee with reasons for rejection.
4. Finance verifies the claim against company policies and processes payment within **7 business days** after approval.

7. Reimbursement Methods

- Direct bank deposit to the employee's registered account
- Payroll adjustment (if approved)

8. Compliance and Audit

- All documentation must be retained for a minimum of **3 years**.
- Random audits may be conducted to ensure compliance with company policy.

9. SOP Review and Updates

This SOP will be reviewed annually and updated as required to comply with any changes in policy or regulatory requirements.

10. Contact Information

For questions or clarifications regarding this SOP, please contact the Finance Department at finance@company.com.