

SOP Template: Travel Arrangement, Itinerary Planning, and Expense Reporting

This SOP details the procedures for **travel arrangement, itinerary planning, and expense reporting**. It covers the steps for booking transportation and accommodations, creating comprehensive travel itineraries, managing travel approvals, and ensuring compliance with company travel policies. Additionally, it outlines the process for submitting and reviewing travel-related expenses to guarantee accurate and timely reimbursement, promoting efficient travel management and cost control.

1. Purpose

To define the standard procedures for arranging business travel, planning and documenting itineraries, and reporting related expenses in compliance with company policy.

2. Scope

This SOP applies to all employees and contractors arranging business travel and submitting expense reports for reimbursement.

3. Responsibilities

- **Traveler:** Initiate travel request, provide required information, ensure policy compliance, and submit accurate expense reports.
- **Direct Manager/Supervisor:** Review and approve travel requests and expense reports.
- **Travel Coordinator:** Arrange travel and accommodations, assist with itinerary preparation.
- **Finance Department:** Review and process expense submissions for reimbursement.

4. Procedure

1. **Travel Arrangement**
 - Initiate a travel request via the company's travel request system with trip purpose, dates, and destinations.
 - Obtain necessary approvals before booking any transportation or accommodations.
 - Book transportation (airfare, train, car rental) in accordance with company travel policy on preferred suppliers and class of service.
 - Reserve accommodations selected from the list of approved hotels when possible.
2. **Itinerary Planning**
 - Prepare a detailed itinerary including transportation details, accommodation, meeting schedules, contact details, and emergency contacts.
 - Share a copy of the finalized itinerary with the traveler, direct manager, and travel coordinator at least 48 hours before departure.
3. **Travel Expense Reporting**
 - Retain all receipts and documentation related to travel expenses.
 - Submit an expense report within 5 business days of return, including scanned receipts and a completed expense form.
 - Attach the travel itinerary and approval documentation to the expense report.
4. **Expense Review and Reimbursement**
 - Manager reviews and approves submitted expense reports promptly.
 - Finance department audits for policy compliance and processes payment within 10 business days.

5. Documentation

Document	Description	Retention Period
Travel Request Form	Initial request including trip details and approvals	2 years
Itinerary	Detailed plan of the trip	2 years
Expense Report	Itemized list of expenses with receipts attached	5 years

6. Compliance

- All travel and expenses must comply with company travel and expense policies.
- Non-compliance may result in denial of expense reimbursement and disciplinary actions.

7. Revision and Review

- This SOP should be reviewed annually and updated as required.
- Any changes must be communicated to all stakeholders immediately.