

Standard Operating Procedure (SOP)

Post-Travel Reporting and Documentation

This SOP details the process for **post-travel reporting and documentation**, encompassing the timely submission of travel reports, accurate recording of travel expenses, comprehensive documentation of trip activities and outcomes, and compliance with organizational travel policies. It aims to ensure accountability, transparency, and efficient tracking of travel-related activities to support effective decision-making and record-keeping.

1. Purpose

To establish standardized procedures for reporting and documenting all business-related travel activities upon completion of trips.

2. Scope

This SOP applies to all employees or representatives who travel on behalf of the organization.

3. Responsibilities

- **Traveler:** Complete and submit post-travel documentation in accordance with this SOP.
- **Line Manager:** Review, verify, and approve the submitted documents and reports.
- **Finance/Admin:** Audit and file all receipts and reports for recordkeeping and audit purposes.

4. Procedure

- 1. Submit Post-Travel Report**
 - Within **5 business days** of travel completion, fill out the official travel report form.
 - Provide a summary of travel purpose, destinations, activities, meetings, and outcomes.
- 2. Expense Documentation**
 - Complete the expense reimbursement form (as per travel policy).
 - Attach all supporting receipts, invoices, and proof of payment documents.
 - Ensure that only eligible and approved expenses are included.
- 3. Supporting Documentation**
 - Attach copies of meeting notes, photographs, program agendas, signed attendance sheets, or other relevant evidence of trip activities and outcomes.
- 4. Submit to Line Manager**
 - Submit all completed forms and documents to the line manager for review and signature.
- 5. Manager Approval**
 - Manager reviews, verifies, and approves the submitted documents. Returns for corrections if needed.
- 6. Record Keeping**
 - Finance/Admin files all approved reports and documents in the central records repository (digital or hard copy) for future reference and audit.

5. Documentation and Forms

Document/Form	Description
Travel Report Form	Records travel purpose, activities, and outcomes.
Expense Reimbursement Form	Details and substantiates travel expenses for reimbursement.
Supporting Evidence	Meeting notes, agendas, photos, attendance sheets, receipts, etc.

6. Compliance

Failure to complete post-travel reporting and documentation within the specified timeframe may result in delayed reimbursements or other administrative actions as per organizational policy.

7. Revision and Review

This SOP will be reviewed annually or as needed to ensure continued relevance and compliance with organization policies.