

Standard Operating Procedure (SOP)

Travel Expense Advance and Reimbursement Policies

This SOP defines the guidelines for **travel expense advance and reimbursement policies**, including eligibility criteria for advances, procedures for requesting travel funds, allowable expenses, documentation requirements, submission timelines, approval workflows, and reimbursement processing. The objective is to ensure accurate, timely, and compliant handling of travel-related financial transactions while maintaining fiscal accountability and transparency.

1. Eligibility Criteria for Advances

- Employees and authorized contractors traveling for official business purposes are eligible to request advances.
- Travel advances are limited to anticipated, pre-approved, out-of-pocket expenses.
- Requests for advances must be submitted a minimum of 10 business days prior to travel.

2. Procedures for Requesting Travel Funds

1. Complete the Travel Advance Request Form and attach the approved Travel Authorization.
2. Submit the completed form to the Finance Department for review.
3. Advances are typically issued via direct deposit unless otherwise arranged.
4. Retain copies of all submission materials for personal records.

3. Allowable Expenses

Expense Category	Examples	Restrictions
Transportation	Airfare, train, taxi, car rental, mileage	Economy class only; must provide receipt
Lodging	Hotels, business-class accommodations	Daily rate must not exceed company limits
Meals & Incidentals	Breakfast, lunch, dinner, tips	Per diem rates apply; alcohol not reimbursable
Other	Registration fees, Wi-Fi for business	Must be pre-approved

4. Documentation Requirements

- Original, itemized receipts or electronic copies for all expenses.
- Completed Travel Expense Report form.
- Proof of trip (boarding pass, hotel folio, etc.).
- Pre-approvals and justifications for non-standard expenses.

5. Submission Timelines

- Travel advance requests: At least 10 business days before departure.
- Expense reimbursement requests: Within 15 business days after completion of travel.
- Late submissions may result in delayed or denied reimbursements.

6. Approval Workflows

1. Employee submits travel advance or reimbursement request to the Department Head.
2. Department Head reviews, signs, and forwards to Finance Department.
3. Finance Department verifies compliance with policies.
4. Final approval granted by the Controller or assigned authority.

7. Reimbursement Processing

1. Approved reimbursements are processed within 10 business days after approval.
2. Payments disbursed by direct deposit or as otherwise specified.
3. For advances, any unused funds must be returned within 5 business days post-travel.

8. Compliance and Audit

- All expense reports are subject to periodic audit and review.
- Non-compliance may result in disciplinary action or denial of future advances.

9. Contacts

- For questions, contact the Finance Department at finance@example.com.