Standard Operating Procedure (SOP): Submission of Expense Report Form

This SOP details the **submission of expense report forms**, covering the process for accurately documenting expenses, required approvals, submission deadlines, and supporting documentation requirements. The goal is to ensure timely reimbursement, compliance with company policies, and accurate financial record-keeping by standardizing the expense reporting procedure for all employees.

1. Purpose

To outline the standardized process for documenting, approving, and submitting expense reports, ensuring timely reimbursement and compliance with company policies.

2. Scope

This procedure applies to all employees who incur expenses on behalf of the company and seek reimbursement.

3. Responsibilities

- **Employees:** Correctly complete and submit expense reports with all required documentation.
- **Supervisors/Managers:** Review and approve expense reports for accuracy and policy compliance.
- **Finance Department:** Process approved reports and arrange reimbursement.

4. Procedure

1. **Document Expenses:**
   - Collect and retain original receipts for all business-related expenses.
   - Record each expense in the **Expense Report Form**, including date, description, amount, and business purpose.
2. **Attach Supporting Documentation:**
   - Attach scanned or digital copies of receipts and any required supporting documents (e.g., travel itineraries, approval emails).
3. **Submit for Approval:**
   - Submit the completed expense report and supporting documents to your direct supervisor or manager for review and approval.
4. **Supervisor/Manager Approval:**
   - Supervisors must review for policy compliance and accuracy.
   - Approved reports should be signed (digitally or physically) and forwarded to the Finance Department.
5. **Finance Review & Processing:**
   - The Finance Department verifies documentation and processes reimbursement within 10 business days of approval.

5. Submission Deadlines

- Expense reports must be submitted within **15 days** of incurring the expense or returning from travel.

6. Supporting Documentation Requirements

- Original itemized receipts are required for all expenses (credit card statements alone are not sufficient).
- Attach relevant supporting documents as indicated by company policy (e.g., pre-approval forms for travel).

7. Compliance

- Failure to submit accurate, complete, and timely expense reports may result in delayed or denied reimbursement.
- Falsification of expenses is grounds for disciplinary action.

8. References

- Company Expense Policy

- Travel & Entertainment Guidelines

9. Revision History

Version	Date	Description	Approver
1.0	2024-06-20	Initial SOP release	Finance Manager