

SOP: Travel Advance and Expense Policy Adherence

This SOP details the procedures for **travel advance and expense policy adherence**, including guidelines for requesting travel advances, allowable expenses, submission of receipts and expense reports, reimbursement timelines, and compliance with company travel policies. The objective is to ensure proper financial control, accountability, and transparency in managing travel-related expenses, while supporting employees during business trips.

1. Purpose

To establish clear, standardized procedures for requesting and settling travel advances and expenses to ensure alignment with company policy, promote responsible financial management, and support employees on business travel.

2. Scope

This SOP applies to all company employees who incur business-related travel expenses and seek reimbursement or advance funds for such expenses.

3. Responsibilities

- **Employee:** Initiate advance requests, retain and submit receipts, complete expense reports accurately and promptly.
- **Manager/Supervisor:** Review and approve advance requests and expense reports.
- **Finance/Accounts:** Process travel advances, reimbursements, and ensure compliance.

4. Procedure

1. Requesting Travel Advance

- Submit a completed Travel Advance Request form at least 10 business days prior to the planned departure.
- Clearly state trip purpose, anticipated expenses, and attach required documentation (e.g., trip itinerary, invitation letter).
- Obtain manager/supervisor approval before submission to Finance.
- Finance processes the advance within 5 business days of receipt of approved request.

2. Allowable Expenses

- Refer to the [Company Travel Policy](#) for a detailed list of allowable and non-allowable expenses.
- Typical allowable expenses include transportation, accommodation, meals, and incidental costs directly related to business travel.
- Personal expenses, alcohol, and entertainment are non-reimbursable unless expressly authorized in writing.

3. Submission of Receipts and Expense Reports

- Retain original, itemized receipts for all expenses claimed. Credit card transaction slips alone are insufficient.
- Complete the Travel Expense Report form within 5 business days of return.
- Attach all receipts and supporting documentation. For lost receipts, complete a Missing Receipt Affidavit.
- Submit the report to your manager for review and approval; then forward to Finance/Accounts for processing.

4. Reconciliation and Reimbursement

- Finance reviews submitted forms for completeness, policy adherence, and supporting documents.
- Any unused advances must be returned to the company within 5 business days of reconciliation.
- Reimbursements for valid expenses are processed within 7 business days after final approval.
- Discrepancies or non-compliance result in delayed or reduced reimbursements and may trigger further review.

5. Compliance

- All employees must strictly follow this SOP and related travel policies.
- Non-compliance may result in disciplinary action and a requirement to repay non-eligible amounts.
- Periodic audits may be conducted to ensure ongoing compliance.

5. Related Documents

- Travel Advance Request Form
- Travel Expense Report Form
- Company Travel Policy
- Missing Receipt Affidavit

6. Revision History

Version	Date	Description	Author
1.0	2024-06-15	Initial version	Compliance Dept.