

SOP: Expense Claim Form Completion Instructions

This SOP provides detailed **expense claim form completion instructions**, guiding employees through the accurate and complete filling out of expense claim forms. It covers required documentation, itemizing expenses, submitting receipts, approval processes, deadlines, and compliance with company policies to ensure timely and efficient reimbursement of business-related expenses.

1. Purpose

To ensure all employees submit expense claims accurately, with supporting documentation, for timely reimbursement in line with company policy.

2. Scope

Applies to all employees submitting business expense claims for reimbursement.

3. Expense Claim Form Completion Steps

- 1. Obtain the Correct Form:**
 - Download the most recent version of the Expense Claim Form from the company intranet or request from HR/Finance.
- 2. Complete Personal and Claim Details:**
 - Enter your full name, employee number, department, and contact information.
 - Specify the period covered by the claim (e.g., MM/DD/YYYY - MM/DD/YYYY).
- 3. Itemize Expenses:**
 - For each expense, provide the following details:

Date	Expense Type	Description	Amount	Currency	Project Code (if applicable)
MM/DD/YYYY	Transportation	Taxi to client site	\$25.00	USD	ABC123
 - Use a separate line for each individual expense.
- 4. Attach Receipts and Documentation:**
 - Include scanned copies or original receipts for every itemized expense.
 - If a receipt is unavailable, complete a missing receipt declaration form (if permitted).
 - Ensure receipts are legible and clearly associated with the claimed expense.
- 5. Calculate Totals:**
 - Check all figures for accuracy.
 - Confirm total claimed amount matches total supporting documentation.
- 6. Review and Confirm Compliance:**
 - Verify expenses comply with [Company Expense Policy](#).
 - Do not claim personal or non-business-related expenses.**
- 7. Sign and Date the Form:**
 - Complete the employee declaration as per the form instructions.
- 8. Submit for Approval:**
 - Email the completed form and attachments to your immediate supervisor or designated approver.
 - Retain a copy for your records.
- 9. Monitor Approval and Reimbursement:**
 - Track the status via Finance or self-service portal.
 - Respond promptly to any follow-up queries from approvers or Finance.

4. Deadlines

- Claims should be submitted within **30 days** of the expense incurrence date.
- Late claims may not be reimbursed without senior management approval.

5. Compliance

- All claims are subject to company audit.
- Non-compliance may result in delayed or denied reimbursement and/or disciplinary action.

6. Contact Information

For questions or assistance, contact the Finance Department at finance@company.com or extension 1234.