

SOP: Step-by-Step Instructions for Completing Reimbursement Forms

This SOP provides **step-by-step instructions for completing reimbursement forms**, detailing the process from gathering necessary receipts and documentation, accurately filling out form fields, obtaining required approvals, to submitting the forms for processing. It aims to ensure timely and accurate reimbursement claims while maintaining compliance with organizational financial policies.

Scope

This SOP applies to all employees submitting reimbursement claims for business-related expenses.

Responsibilities

- **Claimant:** Collect required documentation, complete the reimbursement form, and submit for approval.
- **Approver/Manager:** Review claims for accuracy and compliance; approve or reject as appropriate.
- **Finance/Accounting:** Process approved forms and issue reimbursements.

Required Materials

- Original receipts and supporting documentation
- Reimbursement form (paper or electronic)
- Organizational expense policy

Step-by-Step Instructions

1. **Gather Required Documentation**
 - Collect all applicable original receipts for expenses incurred.
 - Ensure receipts are legible and include key information: date, vendor, amount, purpose.
 - If required, attach additional documentation (e.g., travel itineraries, approval emails).
2. **Complete the Reimbursement Form**
 - Download or obtain the official reimbursement form from the organization's intranet or finance office.
 - Fill out the following fields accurately:
 - Personal Information (name, department, employee ID)
 - Date(s) of expense
 - Expense description and business purpose
 - Amount for each expense item
 - Total reimbursement amount
 - Attach all supporting receipts and required documentation to the form.
3. **Obtain Required Approvals**
 - Submit the completed form and attached receipts to the appropriate approver/manager per your department's policy.
 - Allow the approver time to review and, if necessary, return the form for corrections.
 - Ensure the form is signed/authorized as required.
4. **Submit the Form for Processing**
 - Submit the approved and signed form with attachments to the finance/accounting department as per instructions.
 - File or scan copies for your records if required.
 - Adhere to all deadlines (e.g., within 30 days of expense occurrence).
5. **Track Payment Status**
 - Monitor the status of your reimbursement through the appropriate channel (e.g., HR portal, email notification).
 - Contact the finance department for delays or issues.

Tips for Accurate and Timely Submission

- Double-check all calculations and information before submitting.
- Ensure receipts and documentation are clear and complete.
- Familiarize yourself with organizational policies on allowable expenses and form deadlines.

Sample Reimbursement Form Fields

Field	Description
Name	Your full legal name
Employee ID	Assigned identification number

Department	Your department or unit
Date of Expense	Date(s) the expense was incurred
Expense Description	Details and business purpose
Amount	Amount claimed for each expense item
Total Amount	Total reimbursement requested
Approver's Signature	Authorization from manager/supervisor

Compliance Reminder

All reimbursement claims must comply with the organization's expense policy. False or improper claims may result in disciplinary action.

Revision History

Date	Revision	Comments
2024-06-19	1.0	Initial SOP template issued