

# SOP Template: Travel Record-Keeping and Compliance Audit

This SOP defines the process for **travel record-keeping and compliance audit**, detailing the systematic documentation of travel expenses, itineraries, and approvals, as well as the periodic auditing procedures to ensure adherence to organizational policies and regulatory requirements. The objective is to maintain accurate and transparent travel records, facilitate efficient expense tracking, and uphold compliance with financial and legal standards.

## 1. Purpose

To provide standardized procedures for maintaining travel records and conducting compliance audits to ensure accurate expense management and adherence to policies.

## 2. Scope

This SOP applies to all employees, managers, and auditors involved in the travel process within the organization.

## 3. Responsibilities

- **Employees:** Accurately document and submit travel records and supporting documents.
- **Managers:** Review and approve travel requests and related expenses.
- **Finance Department:** Maintain travel record repository and ensure accurate expense processing.
- **Internal Audit Team:** Conduct periodic audits to ensure policy and regulatory compliance.

## 4. Procedure

### 1. Travel Planning and Request Submission

- Employee completes and submits a travel request form, including itinerary, purpose, and estimated expenses, for managerial approval.
- Obtain necessary pre-trip approvals in accordance with organizational policy.

### 2. Expense Documentation

- Collect and organize all receipts, invoices, and proof of payment during travel.
- Document expenses in the approved format, categorizing according to type (e.g., lodging, meals, transportation).

### 3. Post-Travel Submission

- Submit a detailed travel expense report with supporting documentation within the specified timeframe.
- Manager reviews and approves or requests clarification/correction as needed.

### 4. Travel Record Maintenance

- Finance Department archives approved itineraries, expense reports, and supporting documentation in a centralized digital repository.
- Ensure secure and organized storage for ease of retrieval and audit purposes.

### 5. Periodic Compliance Audit

- Internal Audit Team schedules and conducts routine and ad hoc audits of travel records.
- Audit criteria include: documentation completeness, policy adherence, fraud detection, and regulatory

compliance.

- Document findings, initiate corrective actions for any discrepancies, and report outcomes to management.

## 5. Record Retention

- Maintain all travel records for a minimum of **5 years** or as required by applicable regulation.
- Ensure records are accessible for audit and review during retention period.

## 6. References

- Organization's Travel Policy
- Expense Reimbursement Procedures
- Applicable Financial and Regulatory Standards

## 7. Revision History

Version	Date	Description	Author
1.0	2024-06-21	Initial release	SOP Team