

SOP: Allowed Travel-Related Expenses and Limits

This SOP defines the **allowed travel-related expenses and limits** to ensure compliance with company policies and budget controls. It outlines the types of expenses eligible for reimbursement, including transportation, accommodation, meals, and incidentals, along with specified maximum limits for each category. The procedure includes guidelines for submitting expense claims, required documentation, and approval processes to maintain transparency and accountability in travel spending.

1. Eligible Expense Categories & Limits

Expense Category	Description	Maximum Limit	Required Documentation
Transportation	Airfare, train, taxi/rideshare, car rental, mileage reimbursement	<ul style="list-style-type: none">Airfare: Economy class, up to \$500 per tripTrain: Standard fareTaxi/Rideshare: Up to \$50 per dayCar Rental: Up to \$70/day (standard/full size vehicle)Mileage: IRS standard rate	Receipts, boarding passes, rental agreements
Accommodation	Hotel stays during business travel	Up to \$200 per night (pre-tax)	Itemized hotel invoice/receipt
Meals	Breakfast, lunch, and dinner when traveling	Up to \$60 per day (no alcohol)	Itemized meal receipts
Incidentals	Parking, tolls, baggage fees, small supplies	Up to \$20 per day	Receipts

2. Non-Reimbursable Items

- Personal expenses (e.g., entertainment, souvenirs)
- Alcoholic beverages
- Upgrades (airfare, hotel rooms, car rentals)
- Expenses without required receipts/documentation
- Fines or penalties (e.g., traffic tickets)

3. Procedure for Submitting Expense Claims

- Complete the official Travel Expense Report Form within 10 days of returning from travel.
- Attach all required itemized receipts and documentation.
- Ensure expenses are within the specified maximum limits and are business-related.
- Submit the completed form and receipts to your immediate supervisor or designated approver.
- Await review and approval before any reimbursement is issued.

4. Approval & Compliance

- Supervisors and finance administrators are responsible for reviewing claims for accuracy and policy compliance.
- Any exceptions must be documented and pre-approved by the department head.
- Non-compliance with this SOP may result in delayed reimbursement or denial of claims.

5. Effective Date & Review

- **Effective Date:** [Insert date]
- **Next Review:** [Insert review date, typically annual]