

Standard Operating Procedure (SOP)

Expense Submission Process and Timeline

This SOP defines the **expense submission process and timeline**, detailing the required steps for employees to submit expense reports accurately and on time. It includes guidelines for documenting expenses, required approvals, submission deadlines, and procedures for handling discrepancies. The objective is to ensure efficient processing and reimbursement of expenses while maintaining compliance with company policies and financial controls.

1. Purpose

To outline the standardized process and timeline for submitting employee expense reports, ensuring transparent, accurate, and timely reimbursements in accordance with company policy.

2. Scope

This SOP applies to all employees who incur business-related expenses requiring reimbursement from the company.

3. Responsibilities

- **Employees:** Accurately document and submit expense claims with required supporting documentation.
- **Managers/Approvers:** Review and approve submitted expense reports within defined timelines.
- **Finance Department:** Verify, process, and reimburse approved expenses promptly.

4. Process Overview

1. **Expense Documentation**
 - Retain original itemized receipts for all expenses.
 - Ensure expenditures fall within approved categories and limits.
 - Record expenses in the company's expense reporting system.
2. **Submission of Expense Reports**
 - Complete and submit expense reports via the designated system by the **5th day of each month** for the previous month's expenses.
 - Attach all supporting receipts and explanations for non-standard claims.
3. **Approval Process**
 - Line manager reviews and approves/rejects the report within **3 business days** of submission.
 - If rejected, employee addresses feedback and resubmits promptly.
4. **Finance Review & Reimbursement**
 - Finance performs final review and processes payment within **5 business days** after manager approval.
 - Employees are notified upon successful reimbursement.

5. Timeline Summary

Step	Responsible Party	Deadline
Submit expense report	Employee	By 5th of each month
Review and approve/reject	Manager	Within 3 business days
Finance review and reimbursement	Finance Dept.	Within 5 business days of approval

6. Handling Discrepancies

- Discrepancies or disputes must be reported to Finance within **2 business days** of notification.
- Finance will investigate and resolve within **3 business days** of receiving the report.

7. Compliance

- All claims must comply with the company's [Expense Policy](#).
- Non-compliance may result in delayed reimbursement or disciplinary action.

8. Related Documents

- Expense Policy
- Expense Report Form/User Guide
- Travel & Entertainment Policy (if applicable)

Document Owner: Finance Department

Effective Date: [Enter Date]

Review Date: [Enter Date]