

SOP Template: Non-reimbursable Expense Categories

Purpose

This SOP defines **non-reimbursable expense categories** to ensure clarity and consistency in expense reporting. It outlines the types of expenses that employees are not authorized to claim for reimbursement, including personal expenses, fines and penalties, entertainment costs not directly related to business, unauthorized travel expenses, and other costs deemed ineligible by company policy. The purpose is to prevent misuse of company funds and maintain compliance with financial guidelines.

Scope

This SOP applies to all employees, contractors, and consultants submitting expense claims to the company.

Policy

The following expense categories are **non-reimbursable** under any circumstances:

Category	Examples	Notes
Personal Expenses	Clothing, toiletries, personal gifts, personal travel, family expenses	
Fines & Penalties	Traffic tickets, parking fines, late fees	
Unauthorized Travel	Business class airfare without prior approval, upgraded hotel rooms, unapproved rental vehicles	Travel outside approved routes/times is not permitted
Entertainment Costs (Non-business)	Concerts, movies, sporting events not directly related to business activities	Entertaining clients requires pre-approval
Alcoholic Beverages	Alcohol purchased outside approved business entertainment	
Luxury or Unnecessary Services	Spa treatments, in-room movies, mini-bar items	
Non-company Vehicle Expenses	Repairs, maintenance, and fuel for personal vehicles unless covered by mileage reimbursement	
Political & Charitable Contributions	Donations to political parties, charities, crowdfunding	
Other Ineligible Expenses	Any expense not directly related to company business or explicitly prohibited by company policy	

Responsibilities

- **Employees** must review this policy prior to submitting expense claims and ensure only eligible expenses are submitted.
- **Supervisors/Managers** are responsible for reviewing submitted expenses for compliance.
- **Finance Team** will audit expenses and provide clarification when needed.

Exceptions

Exceptions to this policy require written approval from the Finance Department prior to incurring the expense.

Consequences of Non-compliance

Submission of ineligible or falsified expenses may result in disciplinary action, up to and including termination of employment.

Review and Amendment

This SOP will be reviewed annually and updated as required to ensure continued compliance with financial regulations and internal company policy.