

# Standard Operating Procedure

## Expense Payment Authorization

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### 1. Purpose

To establish the process and responsibilities for authorizing and processing third-party expense payments to ensure compliance, accuracy, and accountability.

### 2. Scope

This procedure applies to all employees and managers involved in submitting, verifying, authorizing, and processing expense payment requests.

### 3. Definitions

- Expense Request:** Formal request for payment or reimbursement of company-approved expenses.
- Authorization:** Manager or designate's approval of the expense request.

### 4. Responsibilities

Role	Responsibility
Employee	Submits complete and accurate expense documentation.
Manager	Verifies expenses and authorizes payment.
Finance Department	Processes payment upon receipt of authorized request.

### 5. Procedure

- Employee completes the Expense Request Form and attaches supporting documentation (invoices/receipts).
- Employee submits the request and documents to the direct manager.
- Manager reviews documents and verifies compliance with expense policy.
- Manager approves the request by signing and dating the Expense Request Form.
- Authorized request is forwarded to the Finance Department for processing.
- Finance Department verifies approval and processes payment within 5 working days.
- Finance updates records and files all related documentation.

### 6. Documentation

- Expense Request Form
- Related Receipts and Invoices
- Approval Signatures

**Important Notes:**

- Retain all supporting documents for a minimum of 3 years for audit purposes.

- Do not process or pay unauthorized or incomplete requests.
- Follow company policy for maximum claim amounts and prohibited expenses.
- Any exception must be approved by senior management and documented.