Digital Expense Approval Workflow Document

1. Purpose

This document outlines the standardized workflow for digital expense approvals within the organization. The aim is to ensure transparent, timely, and efficient processing of staff and department expense submissions.

2. Scope

Applicable to all employees, team leaders, department heads, and finance team members involved in expense requests, approvals, and reconciliation.

3. Workflow Steps

1. **Submission**:
   Employee submits expense claim via the organization's digital expense tool, attaching all required receipts and details.
2. **Department Review**:
   Direct manager reviews the claim for legitimacy and compliance with company policy.
3. **Manager Approval**:
   Manager either approves the expense or returns it to the employee for more information/correction.
4. **Finance Review**:
   Upon approval, finance performs compliance and budget checks.
5. **Final Approval & Payment**:
   Finance finalizes approval, and the payment is processed as per the payroll schedule.

4. Roles & Responsibilities

Role	Responsibility
Employee	Submit complete and accurate expense claims with supporting documents.
Manager	Review, approve, or reject expense claims based on validity and policy requirements.
Finance Team	Verify compliance, ensure budget availability, and process reimbursements.

5. Approval Matrix

Expense Amount	First Approver	Second Approver
Up to $500	Manager	Finance
$501 - $2,000	Manager	Department Head
Above $2,000	Department Head	Finance Director

6. Important Notes

- All claims without supporting documentation will be rejected automatically.
- Approvers are responsible for ensuring expense policy compliance at every stage.
- Digital records must be kept for auditing and transparency purposes.
- Timely approvals help ensure quick reimbursements for employees.
- This workflow document should be reviewed annually for updates.