

# Standard Operating Procedure (SOP)

## Expense Requests

### 1. Purpose

To establish a standardized process for requesting, approving, and reimbursing business expenses to ensure compliance with company policies and budget controls.

### 2. Scope

This procedure applies to all employees submitting requests for expense reimbursement or advance related to company business.

### 3. Responsibilities

- **Employee:** Completes and submits detailed expense requests with supporting documents.
- **Manager:** Reviews and approves/denies expense requests.
- **Finance Department:** Processes payments and ensures documentation is complete.

### 4. Procedure

#### 1. Submission:

- Download and complete the company Expense Request Form.
- Attach clear electronic copies or scans of all receipts and supporting documents.
- Submit the completed form and documents to your manager via email.

#### 2. Approval:

- Manager reviews submission for accuracy, policy compliance, and available budget.
- If approved, manager forwards the form to the finance department within 3 business days.
- If denied, manager notifies the employee with the reason for denial.

#### 3. Processing and Reimbursement:

- Finance department verifies all documents and processes payment within 7 business days after approval.
- Employee receives payment through standard payroll or direct deposit method.

### 5. Required Documentation

Document Type	Description
Expense Request Form	Fully completed, signed by employee
Receipts	Legible copies of original, for each expense claimed
Proof of Payment	Bank/card statement or other proof as required
Approval	Manager's signed (or emailed) approval confirmation

## **6. Compliance**

Non-compliance with this procedure may result in delay or denial of reimbursement, and could lead to disciplinary action in accordance with company policy.

### **Important Notes:**

- Expense requests must be submitted within 30 days of incurring the expense.
- Original receipts are required; credit card statements alone are insufficient.
- Only business-related expenses will be reimbursed.
- Retain personal copies of all documentation for your records.
- Clarify any uncertainties regarding eligible expenses with your manager before incurring costs.