

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.