

STANDARD OPERATING PROCEDURE

How to process an employee expense report

Version: Generated:

Overview

This SOP outlines the standardized process for the accounting team at WorkFlawless to review, verify, and process employee expense reports. The procedure ensures compliance with company policies, accurate financial reporting, and timely reimbursement to employees.

Steps

1 Receive And Log Expense Report

Upon receiving an expense report, log it into the accounting system. Ensure the report includes all necessary documentation such as receipts and a completed expense form. Assign a unique identifier to each report for tracking purposes.

2 Initial Review Of Expense Report

Conduct an initial review to ensure all required fields are completed and receipts are attached. Check for any discrepancies or missing information. If any issues are found, return the report to the employee for correction.

3 Verify Compliance With Company Policy

Cross-check the expenses against the company's expense policy to ensure compliance. Verify that expenses are within allowable limits and are business-related. Use the company's policy document as a reference.

4 Approval From Department Manager

Forward the expense report to the respective department manager for approval. The manager must verify the legitimacy of the expenses and approve or reject the report.

5 Final Approval From Finance Department

Once departmental approval is obtained, submit the report to the finance department for final approval. This step includes a secondary review for compliance and budget alignment.

6 Process Reimbursement

Upon final approval, initiate the reimbursement process through the company's financial system. Ensure that the reimbursement amount matches the approved expenses.

7 Update Financial Records

Update the company's financial records to reflect the processed expense report. Ensure accurate entry into the accounting software for financial reporting and auditing purposes.

8 Notify Employee

Send a notification to the employee confirming the processing of their expense report and the expected reimbursement date. Include any notes on discrepancies or adjustments made.

9 Quality Control And Audit

Periodically review processed expense reports for quality control and compliance with company policies. Conduct audits as required to ensure accuracy and integrity in the process.