

TRAVEL REIMBURSEMENT STANDARD OPERATING PROCEDURE

Version: 3.0

Department: Finance

SECTION 1: Eligible Travel Expenses

1.1 Reimbursable Items

- Flight tickets (economy class only)
- Hotel bookings (max █4,000 per night)
- Local transportation: taxi, metro, bus
- Meals up to █800 per day

1.2 Non-Reimbursable Items

- Alcohol purchases
- Personal entertainment
- Hotel upgrades

SECTION 2: Reimbursement Process

2.1 Required Documents

- Original bills and invoices
- Travel approval email
- Completed reimbursement form

2.2 Submission Timeline

- Claims must be submitted within 10 working days from travel date.

SECTION 3: Approval Workflow

3.1 Approval Steps

1. Employee submits request.
2. Manager verifies travel purpose.
3. Finance reviews and approves.
4. Payment processed within 5 working days.

SECTION 4: Exceptions

- Claims without receipts may be reimbursed up to 50% if approved by Finance Head.
- International travel requires Director-level approval.

Last Updated: 9 December 2024