

Travel Expense Report Approval Process Outline

- **Pre-Travel Authorization**
- **Submission of Travel Request**
Employee submits travel request form with estimated expenses.
- **Manager Review & Approval**
Manager reviews purpose, budget alignment, and necessity.
- **Finance/HR Review (Optional)**
Optional secondary review for budget and policy compliance.
- **Travel Booking Authorization**
Once approved, travel booking may proceed through approved vendors.
- **Expense Report Preparation**
- **Completion of Travel**
Employee completes trip and gathers receipts.
- **Submission of Expense Report**
Employee submits expense report form (digital or paper) with:
 - Dates and purpose of travel
 - Itemized expenses
 - Supporting receipts and documentation
- **Initial Review**
- **Manager/Department Head Review**
Confirms:
 - Validity of expenses
 - Policy adherence
 - Accuracy of supporting documentationApproves or returns for corrections.
- **Financial/Accounting Review**
- **Compliance Check**
Verifies alignment with company travel and reimbursement policy.
Checks for duplicate or unauthorized claims.
- **Audit & Documentation**
Audits report for completeness and stores for recordkeeping.
Flags any suspicious or non-compliant claims.
- **Final Approval and Reimbursement**
- **Final Finance Approval**
Final sign-off from finance controller or designated approver.
- **Reimbursement Processing**
Approved expenses submitted for reimbursement via payroll or accounts payable.
- **Notification**
Employee receives notification of approved amount and payment schedule.
- **Reporting and Recordkeeping**
- **System Entry**
Expense data logged into accounting/ERP system.
- **Reporting**
Expense trends analyzed for budget control and policy updates.
- **Archiving**
Reports and receipts archived as per regulatory and internal retention policies.