ChecklistGuro

Expense Reimbursement Approval Checklist

Submission Completeness

Verify that the employee has submitted all necessary documentation, including itemized receipts, dates, and clear descriptions of the business purpose for each expense.

Date of Expense Incurred

Enter date...

Business Purpose Description

Write something...

Itemized Receipts/Invoices

Upload File

Expense Category

- [ ] Travel
- [ ] Meals & Entertainment
- [ ] Office Supplies
- [ ] Software/Subscription
- [ ] Client Hospitality

Total Amount Claimed

Enter a number...

Required Documents Included

- [ ] Receipt Attached
- [ ] Approval Email Attached
- [ ] Travel Authorization Form

Policy Compliance Check

Ensure all submitted expenses align with the company's official travel and expense policy, including spending limits, meal caps, and approved vendor lists.

Compliance Category

- [ ] Travel & Lodging
- [ ] Meals & Entertainment
- [ ] Office Supplies
- [ ] Client Development
- [ ] Software & Subscriptions

Total Amount vs. Budget Limit

Enter a number...

Policy Rules Verified

- [ ] Receipts match total amount
- [ ] Within per-diem daily limit
- [ ] No prohibited items included
- [ ] Approved vendor used

Policy Deviation Notes

Write something...

Compliance Officer Attestation

Categorization & Coding

Confirm that each expense is assigned to the correct GL (General Ledger) account, department code, and project code for accurate budget tracking.

Department Code

- [ ] Sales
- [ ] Marketing
- [ ] Operations
- [ ] Human Resources
- [ ] Engineering
- [ ] Finance

GL Account Category

- [ ] Travel & Lodging
- [ ] Meals & Entertainment
- [ ] Office Supplies
- [ ] Software & Subscriptions
- [ ] Client Development
- [ ] Transportation/Fuel

Project Code/ID

Write something...

Business Purpose Justification

Write something...

Allocated Budget Amount

Enter a number...

Taxability Status

- [ ] Taxable
- [ ] Tax Exempt
- [ ] VAT/GST Applicable

Duplicate Detection

Scan the submission against previous entries to ensure the same receipt or transaction is not being submitted for reimbursement more than once.

Previous Submission Reference ID

Write something...

Date of Original Transaction

Enter date...

Transaction Amount Check

Enter a number...

Potential Duplicate Indicators

- [ ] Same Amount & Vendor
- [ ] Same Receipt Image Found
- [ ] Duplicate Date & Category

Duplicate Status

- [ ] No duplicates found
- [ ] Potential duplicate flagged
- [ ] Confirmed duplicate - Rejected

Auditor Verification Signature

Managerial Approval Verification

Validate that the direct supervisor or department head has reviewed and digitally signed off on the reimbursement request.

Approval Date

Enter date...

Approval Status

- [ ] Approved
- [ ] Approved with Corrections
- [ ] Rejected

Approver Name

Write something...

Approval Comments/Notes

Write something...

Manager Signature

Review Points Verified

- [ ] Budget Availability Confirmed
- [ ] Receipts Verified
- [ ] Policy Compliance Confirmed

Tax & VAT Validation

Verify that applicable sales tax or VAT amounts are correctly identified and separated for tax reclaim and reporting purposes.

Tax Category

- [ ] VAT/GST
- [ ] Sales Tax
- [ ] No Tax Applicable
- [ ] Exempt

Tax Amount

Enter a number...

Net Amount (Pre-Tax)

Enter a number...

Tax Invoice/Receipt Copy

Upload File

Tax Invoice Date

Enter date...

Tax Registration Number/VAT ID

Write something...

Final Audit & Payment Processing

Perform a final review of the total reimbursement amount and move the approved items into the payment queue for the next payroll or disbursement cycle.

Date of Final Approval

Enter date...

Total Reimbursement Amount

Enter a number...

Payment Method

- [ ] Direct Deposit
- [ ] Company Credit Card Reversal
- [ ] Check
- [ ] Petty Cash

Verification Checklist

- [ ] GL Code Verified
- [ ] Budget Availability Confirmed
- [ ] Duplicate Check Completed
- [ ] Tax Documentation Attached

Approval Reference Number

Write something...

Auditor Signature

Final Approved Voucher/PDF

Upload File