

# Monthly Expense Report Submission Process

The **monthly expense report submission process** ensures accurate tracking of all expenditures within an organization. Employees are required to submit detailed expense reports by the designated deadline each month. This process helps maintain financial transparency and supports efficient budget management.

## Submission Steps

1. Collect all relevant receipts and supporting documents for the reporting month.
2. Complete the company-issued expense report form with itemized details.
3. Attach all receipts and supporting documentation.
4. Submit the completed report and attachments to your supervisor or through the designated expense management system by the monthly deadline.
5. Supervisor or finance team reviews and approves or requests additional information if needed.
6. Once approved, approved expenses are processed for reimbursement or accounting entry.

## Key Deadlines

- Submission Deadline: **5th business day of each month**
- Approval Deadline: **10th business day of each month**

## Contacts

For questions or support, contact [finance@company.com](mailto:finance@company.com)