

STANDARD OPERATING PROCEDURE

Expense approval

EXAMPLE · 20/10/2026

Generated from BPMN. Review before approval.

01 Purpose

Describe the activities, responsibilities and decision paths represented in this process.

02 Scope

Begins at: Start of the process.

Ends at: End of the process.

03 Responsibilities

Employee

Submit expense report; Correct and resubmit expense report

Manager

Review expense report

Finance

Reimburse employee

04 Procedure

01 Submit expense report

Responsible: Employee

Continue to Step 2: Review expense report

02 Review expense report

Responsible: Manager

Approved: Step 3: Reimburse employee

Rejected: Step 4: Correct and resubmit expense report

03 Reimburse employee

Responsible: Finance

Continue to End of the process

04 Correct and resubmit expense report

Responsible: Employee

Continue to Step 2: Review expense report

05 Records and evidence

No records are specified in the BPMN. Confirm the required evidence before adopting the procedure.

06 Source

<https://justflow.it/integrations/jira#exemplo>

Process flowchart

