

[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Employee's Name]  
[Employee's Address]  
[City, State, Zip Code]

Dear [Employee's Name],

Subject: Travel Reimbursement Guidelines

We appreciate your commitment and professionalism during your recent travel. To ensure you receive proper reimbursement for your expenses, please adhere to the following guidelines:

1. **\*\*Eligibility\*\***:

- Only expenses incurred during approved business travel will be reimbursed.

- Ensure prior approval for all travel and associated expenses.

2. **\*\*Documentation\*\***:

- Submit itemized receipts for all expenses (hotel, meals, transportation, etc.).

- Ensure receipts are clear and legible.

3. **\*\*Submission Process\*\***:

- Complete the Travel Reimbursement Form.

- Attach all receipts and documentation.

- Submit the form to [appropriate department/contact person], no later than [X days] after your return.

4. **\*\*Categories of Reimbursement\*\***:

- Transportation: [Specify allowed modes, e.g., airfare, mileage, public transport]

- Lodging: [Specify limits or preferred hotels]

- Meals: [Provide daily allowances, if applicable]

- Miscellaneous: [Outline any other reimbursable expenses]

5. **\*\*Processing Time\*\***:

- Allow up to [X weeks] for processing once your reimbursement request is submitted.

If you have any questions regarding the reimbursement process, please do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Contact Information]