

# Corporate Travel Policy Reminder

Dear Team,

This is a friendly reminder regarding our Corporate Travel Policy. As we continue to support business travels, it is essential to adhere to the guidelines outlined in our policy to ensure safety, compliance, and efficient use of resources.

## Key Points to Remember:

- All travel must be pre-approved by your supervisor.
- Use designated travel booking platforms.
- Keep all receipts and submit your expenses within 5 business days upon return.

For a detailed review of the full corporate travel policy, please refer to the Employee Handbook or contact the HR department.

Thank you for your cooperation.

Sincerely,

Your Company Name  
Human Resources Department