

# Travel Expenditure Reimbursement Framework

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Association's Name]

[Association's Address]

Dear [Recipient's Name],

We are pleased to outline the travel expenditure reimbursement framework for members of [Association's Name]. This framework is designed to ensure that all travel-related expenses incurred while representing the association are reimbursed in a timely and efficient manner.

## Reimbursement Guidelines

1. **Eligible Expenses:** Only expenses directly related to travel shall be reimbursed, including transportation, accommodation, meals, and incidentals.
2. **Documentation:** All claims must be supported with original receipts and a completed reimbursement form.
3. **Submission Deadlines:** Reimbursement requests must be submitted within 30 days of travel completion.
4. **Approval Process:** All requests will be reviewed and approved by the treasurer before reimbursement is processed.

## Reimbursement Request Form

Please ensure that your reimbursement request form includes the following information:

- Your Name
- Travel Dates
- Purpose of Travel
- Itemized List of Expenses

Thank you for your cooperation. Should you have any questions regarding this framework, feel free to reach out.

Sincerely,

[Your Name]

[Your Title]

[Association's Name]