

# Travel Cost Reimbursement Criteria

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Travel Cost Reimbursement Criteria

Dear [Recipient's Name],

This letter outlines the criteria for the reimbursement of travel costs incurred during [specific event or purpose]. Please review the following guidelines carefully:

## Reimbursement Criteria

- **Eligible Expenses:** Transportation, lodging, meals, and incidentals directly related to the travel.
- **Transportation:** Reimbursement will be provided for economy class airfare, train fares, or mileage for personal vehicle use at the current IRS rate.
- **Lodging:** Hotel stays should be booked at reasonable rates; receipts must be provided.
- **Meals:** Reimbursement for meals will be up to [insert amount] per day; itemized receipts must be submitted.
- **Submission Deadline:** All reimbursement requests must be submitted within [insert number] days of the travel conclusion.

## Required Documentation

To process your reimbursement, please attach the following documents:

- Completed reimbursement form
- Original receipts for all expenses
- Detailed travel itinerary

If you have any questions regarding the reimbursement process, please feel free to contact me at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Association]