

Travel Reimbursement Request Guidelines

Dear [Employee's Name],

We appreciate your efforts in ensuring that all travel-related expenses are accurately accounted for and reimbursed. Please follow the guidelines below when submitting your travel reimbursement requests:

Guidelines for Submission

- All reimbursement requests must be submitted within [insert time frame, e.g., 30 days] of completing the travel.
- Attach original receipts for all expenses incurred. Electronic copies are acceptable.
- Provide a detailed list of expenses including dates, locations, and purpose of travel.
- Use the designated travel expense form, available [insert location or link].
- Ensure that expenses conform to the company's travel policy outlined in the employee handbook.

Submitting Your Request

Please submit your completed reimbursement request form and all attachments to finance@example.com for processing.

Reimbursement Processing Time

Requests are typically processed within [insert time frame, e.g., 2-4 weeks] after submission. You will receive a confirmation email once your request has been approved.

If you have any questions regarding the reimbursement process, feel free to reach out to the finance department.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Title]
[Company Name]
[Contact Information]