

# Travel Expense Claim Submission Instructions

Dear Team,

Please follow the instructions below to submit your travel expense claims:

1. Gather all required receipts related to your travel expenses.
2. Complete the Travel Expense Claim Form.
3. Ensure that all expenses are itemized and clearly documented.
4. Attach your receipts to the claim form.
5. Submit your completed claim form and receipts to the HR department via email at [hr@example.com](mailto:hr@example.com).
6. Please submit your claims within 30 days of your return from travel.

If you have any questions, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]