

Travel Expense Reimbursement Procedure

Date: [Insert Date]

To: [Attendee Name]

From: [Your Name/Department]

Subject: Travel Expense Reimbursement Procedure

Dear [Attendee Name],

Thank you for attending [Event/Meeting Name] held on [Date]. We appreciate your participation and would like to inform you of the procedure for submitting your travel expenses for reimbursement.

Reimbursement Guidelines:

1. All expenses must be itemized and supported by original receipts.
2. Use the attached travel expense report form to detail your expenses.
3. Eligible expenses include transportation, accommodation, meals, and incidentals related to the event.
4. Submissions must be completed and sent to [Finance Department/Accountant Name] by [Submission Deadline].

Please ensure that your submission includes:

- Completed travel expense report form
- Original receipts for all expenses
- Any relevant documentation supporting your claims

If you have any questions, feel free to reach out to [Contact Information]. Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]