

Travel Reimbursement Guidelines

Dear Members,

We are pleased to provide you with the travel reimbursement guidelines to facilitate your travel-related expenses during your participation in official events.

Eligible Expenses

- Transportation costs (airfare, train, bus)
- Accommodation expenses
- Meals (within daily limits)
- Parking and toll expenses

Submission Process

1. Complete the travel reimbursement form.
2. Attach all relevant receipts.
3. Submit your request within 30 days of the travel date.

Reimbursement Limits

Please note that reimbursement is subject to the following limits:

- Meal reimbursement is capped at \$50 per day.
- Accommodation costs should not exceed \$150 per night.

If you have any questions regarding these guidelines, please feel free to contact our finance department.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]