

# Travel Reimbursement Policy Overview

Dear Participants,

We are pleased to provide you with an overview of our Travel Reimbursement Policy to ensure you are well-informed about the reimbursement process during your upcoming travel.

## Eligibility

All participants who incur travel expenses while participating in company-sponsored events are eligible for reimbursement.

## Reimbursable Expenses

- Airfare
- Hotel accommodations
- Ground transportation
- Meals (subject to per diem limits)
- Other travel-related expenses (must be pre-approved)

## Process for Reimbursement

1. Keep all receipts and documentation of travel expenses.
2. Complete the Travel Reimbursement Form.
3. Submit the form with attached receipts within 30 days of travel completion.

## Non-Reimbursable Expenses

The following expenses are not eligible for reimbursement:

- Personal travel expenses
- Upgrades to flights or accommodations
- Alcoholic beverages

## Contact Information

If you have any questions regarding the Travel Reimbursement Policy, please contact the Finance Department at [finance@company.com](mailto:finance@company.com).

Thank you for your attention to this policy, and we wish you safe and successful travels!

Sincerely,

## The Management Team