

Freelance Travel Compensation Structure

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Travel Compensation Structure Agreement

Dear [Recipient Name],

I am writing to outline the travel compensation structure for our upcoming projects. This will ensure mutual understanding and streamline our collaboration.

Travel Expenses

- **Transportation:** [Specify mode of travel, e.g., flights, trains, rental cars] - A reimbursement of [amount or rate] per mile/km or actual cost will be provided.
- **Accommodation:** [Specify hotel stay, Airbnb, etc.] - A maximum reimbursement of [amount] per night, based on invoiced amounts.
- **Meals:** A per diem of [amount] for each day while traveling.
- **Incidentals:** [Specify any additional allowances, e.g., parking, tolls] - Reimbursed at actual cost with receipts.

Payment Terms

All expenses need to be submitted with proper documentation within [timeframe, e.g., 30 days] after completion of the travel. Payments will be processed within [timeframe, e.g., 15 days] of receipt of expenses.

Please review and let me know if you have any questions or if you require any further details.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]