

# Freelance Travel Expense Reimbursement Policy

Date: [Insert Date]

To: [Freelancer's Name]

From: [Your Company Name]

Subject: Travel Expense Reimbursement Policy

Dear [Freelancer's Name],

As a valued freelancer of [Your Company Name], we want to ensure that you are aware of our travel expense reimbursement policy. This policy applies to all freelance assignments requiring travel on behalf of the company.

## 1. Eligible Expenses

- Transportation costs (airfare, train tickets, rental cars, etc.)
- Lodging accommodations
- Meals and incidentals
- Parking fees and tolls

## 2. Submission Guidelines

Please submit your reimbursement requests within [insert number] days of completing the travel. Include the following with your submission:

- Detailed receipts for all expenses
- A completed reimbursement form
- A brief summary of the trip and its purpose

## 3. Processing Time

Reimbursement requests will be processed within [insert number] business days after submission.

Your understanding and compliance with this policy are greatly appreciated. Should you have any questions, please do not hesitate to contact us.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]