

Travel Expense Tracking Instructions

Dear [Freelancer's Name],

As part of our project collaboration, please find below the instructions for tracking your travel expenses effectively.

1. Document Every Expense

Keep a detailed record of all travel-related expenses, including:

- Transportation (flights, taxis, etc.)
- Accommodation
- Meals
- Miscellaneous expenses (parking, tolls, etc.)

2. Use an Expense Report Template

Utilize the provided expense report template to log your expenses. Ensure each entry includes:

- Date of Expense
- Description
- Amount
- Receipt (attach a copy)

3. Submission Guidelines

Compile your completed expense report and submit it via email to [Finance Department Email]. The deadline for submission is [Submission Deadline].

4. Reimbursement Process

Upon review, your expenses will be processed for reimbursement within [Time Frame] of submission.

If you have any questions or require further clarification, please feel free to reach out.

Best regards,
[Your Name]
[Your Position]
[Company Name]
[Contact Information]