

# Freelance Travel Policy

Date: [Insert Date]

To: [Client's Name]

From: [Your Name]

Subject: Travel Policy for Client Meetings

Dear [Client's Name],

As a freelance professional, I believe in maintaining clear and transparent communication regarding travel arrangements for our upcoming meetings. Below is my travel policy for your reference:

## Travel Arrangements

- All travel bookings will be made at least [X days] in advance to secure the best rates.
- Travel expenses include flights, accommodations, ground transportation, and meals.

## Expense Reimbursement

- Clients will be billed for actual travel costs incurred.
- All receipts must be retained and submitted for reimbursement within [X days] after the trip.

## Meeting Locations

Meetings may take place at mutually convenient locations, with travel accommodations prioritized based on proximity and cost-effectiveness.

## Cancellation Policy

In the event of a cancellation, notice should be given at least [X days] in advance to avoid cancellation fees.

If you have any questions or need further clarification regarding this policy, please feel free to reach out.

Thank you for your understanding, and I look forward to our collaboration.

Sincerely,  
[Your Name]  
[Your Contact Information]