

Vendor Expense Reimbursement Guidelines

Date: [Insert Date]

Dear [Vendor Name],

We appreciate your partnership with [Your Company Name]. To ensure a smooth reimbursement process for any expenses incurred during the execution of your services, please adhere to the following guidelines:

1. Eligible Expenses

- Travel costs (flights, mileage, etc.)
- Accommodation expenses
- Meals (within reasonable limits)
- Supplies and materials directly related to the project

2. Documentation Required

- Itemized receipts for all expenses.
- A completed reimbursement request form.
- Proof of payment (credit card statements, etc.).

3. Submission Process

Please submit all reimbursement requests within [Insert Timeframe] after incurring the expenses. Send your documentation to [Insert Contact Email].

4. Approval and Payment Timeline

Requests will be reviewed within [Insert Number of Days] days, and approved reimbursements will be processed for payment within [Insert Number of Days] days.

Thank you for your cooperation. If you have any questions, feel free to reach out.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]