

Supplier Travel Guidelines and Compliance

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Contact Name],

We appreciate your partnership with [Your Company Name] and look forward to our continued collaboration. As part of our commitment to effective and compliant business practices, we would like to outline our travel guidelines and compliance expectations for suppliers.

Travel Guidelines

1. All travel arrangements should be made in advance and approved by [Your Company Name].
2. Travelers must adhere to the approved budget limits for accommodation, meals, and transportation.
3. All expenses must be documented with receipts and submitted within [Specify Timeframe] after travel completion.

Compliance Requirements

Suppliers must ensure compliance with the following:

- All travel must comply with local legal and regulatory requirements.
- Travelers must prioritize safety and use reputable service providers.
- Any changes to travel itineraries must be communicated to [Your Company Name] immediately.

Please confirm your understanding and acceptance of these guidelines by signing and returning the attached acknowledgment form.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]