

Supplier Travel Policy Notification

Dear [Supplier Name],

We hope this message finds you well. We are writing to inform you about our updated Supplier Travel Policy, which will take effect starting [Effective Date].

The main objectives of this policy are to ensure compliance, promote cost-efficiency, and enhance the overall experience of our suppliers while traveling for business purposes. Here are a few key highlights:

- All travel must be pre-approved by [Approval Authority].
- Travel expenses should align with the [Company Name] reimbursement guidelines.
- We encourage the use of preferred airlines and hotels whenever possible.
- Receipts must be submitted within [Time Frame] of travel completion.

Please review the attached document for the complete details of the policy. Should you have any questions or require further clarification, feel free to reach out to us at [Contact Information].

Thank you for your attention to this matter and for your continued partnership.

Best regards,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]