

Client Expense Reimbursement Guidelines

Date: [Insert Date]

Client Name: [Insert Client Name]

Client Address: [Insert Client Address]

Dear [Client Name],

We appreciate your partnership and are committed to ensuring a smooth reimbursement process for any expenses incurred during the course of our collaboration. Please find below our guidelines for expense reimbursement:

1. Eligible Expenses

- Travel expenses (airfare, mileage, etc.)
- Meals during business meetings
- Accommodation costs
- Business-related supplies and materials

2. Ineligible Expenses

- Personal expenses
- Alcoholic beverages
- Entertainment costs
- Any discretionary spending

3. Submission Requirements

Please submit the following documentation for reimbursement:

- Detailed receipts for all expenses
- A completed expense report form
- Any relevant approval emails or documentation

4. Reimbursement Process

Reimbursement requests should be submitted within [Insert Time Frame] of incurring the expense. Our finance team will process claims within [Insert Time Frame] of submission.

5. Contact Information

If you have any questions regarding these guidelines, please contact [Insert Contact Person's Name] at [Insert Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]