

Client Expense Reimbursement Policy

Date: [Insert Date]

To: [Client's Name]

From: [Your Company's Name]

Subject: Expense Reimbursement Policy Overview

Dear [Client's Name],

We appreciate your partnership and want to ensure clarity regarding our expense reimbursement policy. Below is an overview of the key points:

Policy Guidelines

- All expenses must be pre-approved by [Designated Person/Department].
- Reimbursements will only be made for expenses incurred during the course of business.
- Original receipts must be submitted for all expenditures.
- Claims must be submitted within [Specify Timeframe] of the date of the expense.

Eligible Expenses

The following categories are eligible for reimbursement:

- Travel (airfare, lodging, transportation)
- Meals and entertainment (within reasonable limits)
- Supplies directly related to the project

Approval Process

Submit your expense report along with receipts to [Designated Email/Platform]. The review process will take approximately [Specify Timeframe].

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company's Name]

[Your Contact Information]