

Client Expense Reporting Procedures

Date: [Insert Date]

To: [Client Name]

From: [Your Company Name]

Dear [Client Name],

We are committed to ensuring a smooth and transparent process for reporting client expenses. Please follow the procedures outlined below:

1. Expense Submission

All expenses must be submitted within [number] days of incurring the cost. Please include detailed receipts and a brief description of each expense.

2. Documentation

Ensure that all submitted documentation is clear and legible. Acceptable forms of documentation include:

- Original receipts
- Invoice copies
- Bank statements (if applicable)

3. Submission Method

Expenses should be submitted via [email, online portal, etc.]. Include your name, project code, and date of submission in the subject line.

4. Review Process

Upon submission, expenses will be reviewed within [number] business days. Notifications will be sent regarding any discrepancies.

5. Payment Terms

Approved expenses will be processed for payment within [number] business days, subject to the payment terms outlined in our agreement.

If you have any questions regarding these procedures, please do not hesitate to reach out to us.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]