

Client Expenses Reimbursement Instructions

Dear [Client's Name],

We appreciate your partnership and are committed to ensuring a smooth reimbursement process for your incurred expenses. Below are the instructions to submit your expense reimbursement request:

Step 1: Gather Receipt Documentation

Please ensure you have all relevant receipts for the expenses you wish to be reimbursed for. Acceptable formats include physical receipts, scanned copies, or digital receipts.

Step 2: Complete the Expense Report

Complete the attached Expense Report form, ensuring all necessary details are filled out, including:

- Date of expense
- Description of expense
- Amount spent
- Receipt attachment

Step 3: Submit Your Request

Email the completed Expense Report and receipts to [email address] with the subject line "Expense Reimbursement - [Your Name]."

Step 4: Review and Approval

Your request will be reviewed within [number of days] business days. If approved, reimbursement will be processed within [number of days] days.

If you have any questions regarding this process, please do not hesitate to reach out to us at [contact information].

Thank you for your attention to these instructions, and we look forward to continuing our collaboration.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]