

Business Travel Expense Documentation Requirements

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Business Travel Expense Documentation Requirements

Dear [Recipient Name],

As part of our company policy, all employees are required to provide appropriate documentation for business travel expenses. Below are the necessary requirements for your documentation:

1. Receipts

- All expenses over \$[Insert Amount] must be accompanied by a detailed receipt.
- Receipts should include the date, vendor name, and amount spent.

2. Travel Itinerary

- A copy of your travel itinerary, including departure and arrival dates/times.
- Any changes to the itinerary should be documented and submitted.

3. Mileage Log

- If personal vehicle usage is claimed, a mileage log must be included.
- The log should specify the date, starting and ending locations, and purpose of travel.

4. Meals and Incidentals

- Itemized receipts for meals exceeding the per diem rate.
- Any other incidental expenses should also be documented with receipts.

Please ensure that all documentation is submitted within [Insert Time Frame] to ensure timely reimbursement.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]