

Business Travel Expense Policy Overview

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Your Name]

Subject: Overview of Business Travel Expense Policy

Dear [Recipient Name],

We are pleased to provide you with an overview of our Business Travel Expense Policy to ensure clarity regarding eligible expenses incurred during business travel.

Policy Highlights

- **Eligible Expenses:** Meals, accommodations, transportation, and incidental expenses.
- **Meal Allowance:** [Insert amount] per day.
- **Accommodation:** Reimbursement for up to [Insert rate] per night.
- **Transportation:** Use of personal vehicle reimbursed at [Insert mileage rate] per mile.

Submission Guidelines

All expense reports must be submitted within [Insert timeframe] of return from travel, accompanied by original receipts and a completed expense report form.

For further questions, please feel free to reach out.

Thank you,

[Your Name]

[Your Position]

[Your Company]