

Business Travel Expense Reimbursement Guidelines

Date: [Insert Date]

To: [Employee Name]

From: [Your Name]

Subject: Business Travel Expense Reimbursement Guidelines

Dear [Employee Name],

As part of our company's commitment to transparency and accountability, we would like to outline the guidelines for reimbursing expenses incurred during business travel. Please review the following instructions:

Eligible Expenses

- Airfare (economy class only)
- Hotel accommodations (standard room)
- Meals (up to [insert amount] per day)
- Transportation (taxi, car rental, etc.)
- Business-related incidentals

Submission Guidelines

1. Complete the expense report form attached to this email.
2. Submit all receipts in chronological order.
3. Provide a brief description of each expense.
4. Submit the report to your manager for approval within [insert timeframe].

Reimbursement Timeline

Approved reimbursements will be processed within [insert timeframe] through payroll or direct deposit.

If you have any questions or need further clarification regarding these guidelines, please do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]