

Business Travel Expense Reporting Instructions

Dear [Employee Name],

As part of our commitment to maintaining accurate records of business-related travel expenses, please follow the instructions below when submitting your expense report:

1. Collect Receipts

Please ensure that you keep all receipts related to your business travel. Acceptable receipts include:

- Airfare
- Accommodation
- Meals
- Car rentals
- Other transportation costs

2. Complete the Expense Report Form

Fill out the attached expense report form with the following information:

- Date of travel
- Purpose of trip
- Itemized list of expenses
- Total amount requested

3. Submit your Report

Once completed, please submit your expense report and receipts to your manager for approval by email at [Manager's Email]. Ensure all submissions are made within [Time Frame] of your return.

4. Follow Up

If you do not receive a confirmation of approval within [Time Frame], please follow up with your manager.

Thank you for your attention to these instructions. If you have any questions, feel free to reach out.

Sincerely,
[Your Name]
[Your Position]
[Company Name]