

Travel Reimbursement Policy Overview

Date: [Insert Date]

To: [Candidate Name]

From: [Your Company Name]

Subject: Travel Reimbursement Policy Overview

Dear [Candidate Name],

We are pleased to inform you about our travel reimbursement policy for candidates. Below is an overview of the key points:

Eligible Expenses

- Transportation (airfare, train, or car rental)
- Accommodation (hotel costs)
- Meals (per diem rates apply)
- Other reasonable expenses (parking, tolls, etc.)

Reimbursement Process

1. Keep all original receipts for expenses incurred.
2. Complete the reimbursement form provided.
3. Submit the form along with receipts to [Contact Person/Department] within 30 days of your travel.

Payment Timeline

Reimbursements will be processed within [Insert Time Frame] upon receipt of the completed reimbursement form and required documentation.

If you have any questions regarding the travel reimbursement policy, please feel free to contact us at [Contact Email/Phone Number].

Thank you, and we look forward to your visit!

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]