

Instructions for Travel Expense Claims

Dear Candidate,

We are pleased to assist you in processing your travel expense claims. Please follow the instructions below to ensure a smooth submission:

Step 1: Gather Required Documents

- Original receipts for all expenses
- Completed Travel Expense Claim Form
- Copy of your travel itinerary

Step 2: Complete the Claim Form

Ensure that all fields in the Travel Expense Claim Form are filled out accurately, including:

- Your name and contact information
- Dates of travel
- Itemized list of expenses

Step 3: Submit Your Claim

Please submit your completed form and supporting documents to the HR department via email or in person by **[insert deadline]**.

Step 4: Await Approval

Once your claim is submitted, it will be reviewed for approval. You will receive a confirmation of receipt and an update on the status of your claim.

If you have any questions or require further assistance, do not hesitate to contact the HR department at **[insert contact information]**.

Thank you for your attention to these instructions.

Sincerely,

[Your Name]

[Your Position]

[Company Name]