

Mileage Reimbursement Update

Dear Team,

We would like to inform you about an important update regarding the mileage reimbursement process. Effective immediately, the reimbursement rate has been adjusted to reflect current standards.

The new mileage reimbursement rate is now set at \$0.65 per mile driven for business purposes. Please ensure that you update your expense reports accordingly.

For any questions or further clarification, feel free to reach out to the HR department.

Thank you for your attention to this matter.

Best regards,
[Your Name]
[Your Position]
[Your Company]