

Travel Expense Policy Update Notification

Dear Team,

We would like to inform you that our travel expense policy has been updated as of [Effective Date]. Please review the changes carefully to ensure compliance with the new guidelines.

Key Changes:

- Updated reimbursement rates for meals and lodging.
- New procedure for booking travel arrangements.
- Additional documentation requirements for expense claims.

Please refer to the updated policy document attached for detailed information. Should you have any questions, 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]