

Expense Tracking Guidelines

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Expense Tracking Guidelines

Dear [Recipient Name],

In an effort to streamline our expense tracking process, we have established the following guidelines. Please ensure that all team members adhere to these procedures.

1. Expense Categories

- Travel
- Meals
- Supplies
- Miscellaneous

2. Documentation

All expenses must be accompanied by receipts. Please ensure that receipts are clear and include the following:

- Date of transaction
- Amount spent
- Vendor name

3. Submission Timeline

Expenses should be submitted monthly by the 5th of each month. Late submissions may not be reimbursed.

4. Approval Process

All submitted expenses will require approval from [Approver's Name or Title].

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]