

Business Travel Spending Policy

Date: [Insert Date]

To: All Employees

Subject: Business Travel Spending Policy

Dear Team,

As our company continues to grow and expand, it is essential to ensure that our business travel expenses are managed effectively. Please review the following guidelines regarding our business travel spending policy:

1. Travel Authorization

All business travel must be pre-approved by the direct supervisor. Please submit the travel request form at least two weeks prior to your planned travel date.

2. Transportation

Employees are encouraged to utilize economy class for all air travel. Car rentals should be booked through our preferred vendor to ensure cost efficiency.

3. Accommodation

Employees should book accommodations that are cost-effective and meet our company's safety standards. A maximum nightly limit of [Insert Limit] applies.

4. Meals

Meal expenses will be reimbursed up to [Insert Limit] per day. Alcoholic beverages are not reimbursable.

5. Reimbursement Process

All travel expenses must be submitted within [Insert Time Frame] after return, along with receipts for reimbursement.

Thank you for your cooperation and understanding in adhering to these guidelines. Should you have any questions, please do not hesitate to reach out to HR.

Sincerely,

[Your Name]
[Your Position]
[Company Name]