

# Travel Expense Reporting Requirements

Dear [Employee Name],

As you prepare for your upcoming travel, please be reminded of the requirements for reporting your travel expenses. To ensure a smooth reimbursement process, adhere to the following guidelines:

## Pre-Travel Approval

All travel related expenses must receive prior approval from your manager. Please submit a travel request form for approval before booking any travel arrangements.

## Documentation Required

- Itemized receipts for all expenses (e.g. airfare, lodging, meals, transportation)
- Proof of payment (credit card statements, bank statements)
- Travel itinerary and agenda

## Expense Categories

Please categorize your expenses as follows:

- Airfare
- Accommodation
- Meals
- Transportation (car rental, taxis, etc.)
- Other (miscellaneous expenses)

## Submission Timeline

All expense reports must be submitted within 15 days of return from travel. Late submissions may result in delayed reimbursements.

Thank you for your cooperation.

Sincerely,  
[Your Name]  
[Your Position]