

Travel Cost Reimbursement Procedures

Dear [Employee's Name],

We are pleased to inform you about the procedures for the reimbursement of travel costs incurred during your recent business trip.

Submission of Expenses

Please submit all relevant receipts and documentation to the Finance Department within **[number of days]** of your return.

Eligible Expenses

The following expenses are eligible for reimbursement:

- Airfare
- Lodging
- Meals
- Transportation (taxi, mileage, etc.)

Reimbursement Form

Fill out the reimbursement form, which can be found attached to this email or on the company intranet.

Processing Time

Reimbursements will be processed within **[number of days]** after submission of your expenses.

If you have any questions or require assistance, please do not hesitate to contact the Finance Department.

Thank you for your attention to these procedures.

Sincerely,

[Your Name]

[Your Position]

[Company Name]