

Travel Expense Claim Submission Instructions

Dear [Employee Name],

We appreciate your efforts during your recent travel on behalf of [Company Name]. To ensure a smooth and timely reimbursement process, please follow the instructions below for submitting your travel expense claim.

Submission Instructions:

1. Gather all receipts related to your travel, including transportation, accommodation, meals, and other allowable expenses.
2. Complete the Travel Expense Claim Form attached to this email.
3. Attach scanned copies or clear photographs of all receipts to your claim form.
4. Submit the completed claim form and receipts to the Finance Department at [Finance Email Address] by [Submission Deadline].
5. Keep copies of all submitted documents for your records.

Important Notes:

- Claims submitted after the deadline may not be processed.
- Ensure that all expenses comply with the company's travel policy.
- If you have any questions, please contact [Contact Person] at [Contact Email].

Thank you for your attention to these details and for your contributions to [Company Name].

Sincerely,

[Your Name]

[Your Title]

[Company Name]