

Travel Expense Reimbursement Guidelines

Dear [Employee Name],

We appreciate your efforts and dedication while traveling for work. Below are the guidelines for submitting travel expense reimbursements:

Reimbursement Eligibility

- Travel must be pre-approved by your supervisor.
- Expenses must be directly related to work activities.

Eligible Expenses

- Airfare
- Accommodation
- Meals (per diem rates apply)
- Ground transportation

Submission Process

1. Complete the Travel Expense Reimbursement Form.
2. Attach all receipts and documentation.
3. Submit to your department manager for approval.

Deadline for Submission

All reimbursement requests must be submitted within 30 days of travel completion.

If you have any questions regarding these guidelines, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]