

Enhanced Travel Policy Notification

Dear [Employee Name],

We are excited to inform you about our newly enhanced travel policy, effective [effective date]. This policy aims to provide better support and improve your travel experience while ensuring compliance with our company standards.

Key Changes to the Travel Policy:

- **Booking Procedures:** All travel arrangements must be made through our designated travel platform.
- **Expense Reimbursement:** Detailed guidelines regarding eligible expenses, receipt requirements, and submission deadlines.
- **Travel Safety Measures:** Enhanced protocols to ensure your safety and well-being while traveling.

We will be holding an informational session on [date] to discuss these changes in detail and answer any questions you may have. Your attendance is highly encouraged.

For further details, please refer to the updated travel policy document attached to this email or visit our company intranet.

Thank you for your cooperation and dedication.

Best regards,
[Your Name]
[Your Job Title]
[Company Name]