

Announcement of New Corporate Travel Policy

Dear Team,

We are pleased to announce the implementation of our new corporate travel policy, effective from [Effective Date]. This policy aims to streamline the travel process, enhance cost-effectiveness, and ensure a consistent approach to business travel within our organization.

Key Highlights of the New Policy:

- All travel bookings should be made through the designated travel agency.
- Travelers are encouraged to book in advance to take advantage of lower rates.
- All business travel must be pre-approved by your direct supervisor.
- Employees will be reimbursed for travel expenses according to the new per diem rates.
- Compliance with safety and health regulations is mandatory during travel.

We believe these changes will enhance your travel experience and are committed to providing support during this transition. Please refer to the complete travel policy document attached for detailed information.

If you have any questions, feel free to reach out to the HR department.

Thank you for your continued commitment to our corporate values.

Best Regards,

[Your Name]

[Your Position]

[Company Name]