

Letter Template: Revised Travel Regulations for Business Trips

Date: [Insert Date]

To: [Employee Name]

From: [Your Name]

Subject: Revised Travel Regulations for Business Trips

Dear [Employee Name],

We are writing to inform you of the revised travel regulations that will be effective from [Effective Date]. These changes are made to enhance our travel policy and ensure a smooth process for all business trips.

Key Changes to the Travel Regulations:

- All travel bookings must be completed through the designated travel agency.
- Travelers must submit travel itineraries for approval at least [Number of Days] days prior to departure.
- New per diem rates will apply, effective from [Effective Date].
- Employees are required to use company-approved accommodations.
- Travelers must complete a post-trip expense report within [Number of Days] days of returning.

For complete details regarding the revised travel regulations, please refer to the attached document or visit the company intranet.

If you have any questions or concerns regarding these changes, do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]