

# Travel Policy Update

Dear Team Members,

We hope this message finds you well. We would like to inform you about some important updates to our travel policy that will take effect on [Effective Date].

## Key Updates:

- **Travel Booking:** All travel bookings must now be done through our designated travel agency.
- **Expense Limits:** Revised limits on daily meal allowances and accommodation costs.
- **Approval Process:** All travel requests must be submitted for approval at least two weeks in advance.

Please review the updated travel policy document attached to this email for more detailed information.

If you have any questions or concerns, feel free to reach out to your manager or the HR department.

Thank you for your attention to these changes.

Best regards,  
[Your Name]  
[Your Position]  
[Company Name]