

Updated Travel Procedures for Employees

Dear Team,

We hope this message finds you well. We are writing to inform you about the updated travel procedures that will take effect starting **[Effective Date]**. These updates are designed to ensure your safety and compliance with company policies.

Key Changes:

- **Booking Travel:** All travel must be booked through the designated travel portal.
- **Approval Process:** All travel requests must be submitted for approval at least **[Number of Days]** days in advance.
- **Expense Reporting:** All travel expenses should be submitted for reimbursement within **[Number of Days]** days after returning.
- **Health and Safety Protocols:** Employees must adhere to local health guidelines and complete the wellness check before travel.

For a full overview of the updated travel procedures, please refer to the [Travel Policy Document](#).

If you have any questions or require further clarification, please do not hesitate to reach out to the HR department.

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Position]
[Company Name]