

Corporate Reimbursement Policy for Business Meals and Lodging

Date: [Insert Date]

To: [Employee Name]

From: [Your Name]

Subject: Business Meals and Lodging Reimbursement Policy

Dear [Employee Name],

This letter serves to outline the company's reimbursement policy regarding business meals and lodging expenses incurred during business travel. It is important for all employees to adhere to these guidelines to ensure a smooth reimbursement process.

1. Business Meals

Employees may be reimbursed for business-related meals under the following conditions:

- Meal expenses should be reasonable and within the company budget.
- Receipts must be submitted with the reimbursement request.
- Business meals must include at least one client or business partner.

2. Lodging

Reimbursement for lodging expenses will be granted under these criteria:

- Lodging should be booked at a company-approved hotel or equivalent accommodation.
- A receipt is required for all lodging expenses.
- Employees should seek reasonable accommodations and avoid luxury accommodations.

3. Submission Process

To receive reimbursement, employees must complete the reimbursement form and attach all relevant receipts within [insert time frame] from the date of the expense.

4. Additional Notes

Failure to comply with these guidelines may result in partial or non-reimbursement of expenses.

Thank you for your attention to this policy. Should you have any questions, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Title]

[Company Name]