

Corporate Reimbursement Policy

Date: [Insert Date]

To: [Employee's Name]

From: [Your Company Name]

Subject: Reimbursement Policy for Client Entertainment Expenses

Dear [Employee's Name],

As part of our commitment to fostering strong relationships with our clients, we have established a reimbursement policy for client entertainment expenses. Please review the following guidelines to ensure compliance when seeking reimbursement:

Eligible Expenses

- Meals and beverages during client meetings
- Event tickets for networking opportunities
- Travel expenses directly related to client entertainment

Reimbursement Process

1. All expenses must be pre-approved by your manager.
2. Submit a completed reimbursement form along with original receipts.
3. Expenses should be submitted within [Insert time frame] of the occurrence.

Limits and Restrictions

Reimbursements will be capped at [Insert amount] per event, and alcohol expenses will be limited to [Insert amount].

If you have any questions regarding this policy or the reimbursement process, please do not hesitate to reach out.

Thank you for your attention to this matter and for your continued efforts in building valuable client relationships.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]