

# Corporate Reimbursement Policy for Employee Travel Expenses

Date: [Insert Date]

To: [Employee Name]

From: [Your Name]

Subject: Travel Expense Reimbursement Policy

Dear [Employee Name],

As part of our commitment to supporting our employees during business travel, we have established a comprehensive Reimbursement Policy for travel expenses. Please find below the key points of our policy:

## Eligibility

This policy applies to all employees who engage in travel for business purposes on behalf of [Company Name].

## Eligible Expenses

- Airfare (economy class)
- Hotel accommodations
- Meals (up to a specified daily limit)
- Ground transportation (taxi, rideshare, etc.)

## Reimbursement Process

To receive reimbursement, please adhere to the following steps:

1. Submit a completed expense report within [number of days] of your return.
2. Attach all relevant receipts and documentation.
3. Ensure expenses fall within the eligibility criteria outlined above.

## Reimbursement Timeline

Approved reimbursements will be processed within [number of days] following submission.

If you have any questions regarding this policy or your travel expenses, please do not hesitate to reach out.

Best Regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]