

Corporate Reimbursement Policy for Telecommunication Costs

Date: [Insert Date]

To: [Employee Name]

From: [Your Name]

Subject: Reimbursement Policy for Telecommunication Costs

Dear [Employee Name],

We understand that certain job functions may require you to incur telecommunication expenses. This letter serves to outline our corporate reimbursement policy for such costs.

Policy Overview

The company will reimburse employees for reasonable telecommunication costs incurred while performing work-related tasks. This includes, but is not limited to, mobile phone usage, internet services, and any other telecommunication expenses that align with your job responsibilities.

Eligibility

To be eligible for reimbursement, the following criteria must be met:

- The expenses should be directly related to fulfilling your job duties.
- All expenses must be pre-approved by your department manager.

Reimbursement Process

To request reimbursement, please follow these steps:

1. Complete the reimbursement form located in the employee portal.
2. Attach copies of all relevant receipts or invoices.
3. Submit your request to the finance department within 30 days of incurring the expense.

Limits and Restrictions

Please note the following limits and restrictions:

- Reimbursements will not exceed [Insert Amount] per month.

- Personal telecommunication costs are not eligible for reimbursement.

If you have any questions regarding this policy, please do not hesitate to reach out to the HR department.

Thank you for your commitment to our organization.

Sincerely,

[Your Name]

[Your Position]

[Company Name]