

# Board Travel Reimbursement Procedures

Date: [Insert Date]

To: [Recipient Name]

Title: [Recipient Title]

Organization: [Recipient Organization]

Dear [Recipient Name],

We are pleased to provide you with the procedures for travel reimbursement for board members. Please follow the outlined steps to ensure a smooth reimbursement process.

## Reimbursement Guidelines:

1. Ensure that all travel is pre-approved by the board chair.
2. Gather all original receipts related to travel expenses (e.g., transportation, lodging, meals).
3. Complete the travel reimbursement form attached to this letter.
4. Submit the form and receipts to the finance department within 30 days of travel.
5. Reimbursements will be processed within [Number] business days after submission.

## Contact Information:

If you have any questions regarding the reimbursement procedures, please contact:

[Contact Name]

[Contact Title]

Email: [Contact Email]

Phone: [Contact Phone Number]

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]