

Travel Booking Protocols for Board Meetings

Dear [Recipient's Name],

As we prepare for the upcoming board meeting scheduled for [Date], please follow the travel booking protocols outlined below to ensure a smooth and efficient process:

1. Booking Procedures

- All travel arrangements must be booked through our designated travel agency.
- Reservations should be made at least [X] weeks in advance.
- All travel itineraries must be submitted for approval to [Designated Person/Department].

2. Travel Expenses

- Travel expenses will be reimbursed as per the company policy.
- Receipts must be provided for all claims.

3. Accommodation

- Hotel bookings will be made in advance at [Designated Hotel/Location].
- Any special requests or preferences should be communicated to [Contact Person] at least [X] days prior to the meeting.

4. Transportation

- Ground transportation will be arranged for all attendees from the airport to the hotel and meeting venue.
- Car rentals will only be approved for specific executives and must be requested in advance.

If you have any questions or require further clarification regarding these protocols, please do not hesitate to reach out.

Thank you for your attention to these important details.

Sincerely,
[Your Name]
[Your Position]
[Your Company]