***Rewrite the following email:***

**To:** All Staff

**Subject:** Important!

You must submit all your receipts and you must complete the expense form #456-927 to obtain a refund for any expenses. You should submit all this documentation to the department secretary. Before you actually submit the documentation, make a copy of your receipts and your filled-in form. If you don’t do it properly, within 30-days of the expense, the company will not refund you!

From,

The Payroll Department.