To: All Staff

From: [Your Name], [Your Position]

Date: October 13, 2023

Subject: Implementation of New Travel and Expenses Policy

Dear Team,

In our continuous effort to improve operational efficiency, ensure compliance, and provide better clarity and guidance to our employees, we are introducing a new Travel and Expenses Policy, effective [implementation date]. This policy has been revised to reflect more accurately the needs of our staff while maintaining fiscal responsibility and adherence to regulatory standards.

\*\*Overview of Key Changes:\*\*

1. \*\*Pre-Trip Approvals\*\*: All business-related travel must be approved in advance by the respective department head. A travel request form must be submitted at least [number] weeks in advance for any domestic travel and [number] weeks for international travel.

2. \*\*Travel Bookings\*\*: Travel arrangements (flights, hotels, car rentals, etc.) will now be made through our new corporate travel portal, [Portal Name], which is designed to provide a variety of options at preferential rates. This change ensures we manage costs effectively and track travel data for safety and compliance purposes.

3. \*\*Expense Reimbursements\*\*: Employees are required to submit an expense report within [number] days of the completed travel. Receipts are mandatory for all expenses above $[specified amount]. Expenses submitted after [number] days may not be eligible for reimbursement, so prompt submission is strongly encouraged.

4. \*\*Per Diems\*\*: We are introducing a per diem system for meals and incidental expenses to simplify daily expense tracking while on business travel. The standard rates will be based on the cost of living in the destination city.

5. \*\*Non-Reimbursable Expenses\*\*: The new policy includes an updated list of non-reimbursable expenses. Examples include, but are not limited to, personal entertainment, fines for traffic violations, and expenses for friends or family members.

6. \*\*Compliance\*\*: Compliance with this policy is mandatory for all employees. Violations of the policy may result in disciplinary action, up to and including termination of employment.

\*\*Training and Resources:\*\*

To ensure a smooth transition, we will be conducting training sessions on the new policy and the use of the [Portal Name]. These sessions are designed to provide a comprehensive understanding of the policy details, the portal's functionality, and the process of submitting expenses for reimbursement. Training session dates and details will be communicated shortly.

The complete Travel and Expenses Policy document will be made available on [date] on the company intranet. Please take the time to read it thoroughly to understand your responsibilities and the company's procedures.

\*\*Feedback and Questions:\*\*

We understand that changes to established procedures may raise questions. We encourage feedback and are open to addressing any concerns you may have. For questions, clarifications, or feedback, please reach out to the Finance Department at [contact information] or HR at [contact information].

We appreciate your cooperation and commitment to adhering to these new protocols. These changes are aimed at streamlining the travel and expense process, ensuring employee safety, compliance with regulatory requirements, and prudent fiscal practices. Thank you for your attention to this important matter and for your ongoing contributions to our company's success.

Best,

[Your Name]

[Your Position]