

**To:** All Partners and Employees

**From:** [Finance Department/Management Name]

**Date:** [Insert Date]

**Subject:** Advisory on Expense Reimbursement Policies and Procedures

Dear Team,

This letter serves as a formal advisory regarding the policies and procedures for the reimbursement of business-related expenses. To ensure compliance with company tax regulations and financial audits, please adhere to the following guidelines:

**1. Reimbursable Expenses:**

Only expenses incurred directly for the benefit of the company are eligible for reimbursement. This includes, but is not limited to, business travel, client meals, and approved office supplies.

**2. Documentation Requirements:**

All reimbursement requests must be accompanied by original, itemized receipts. Credit card statements alone are not sufficient documentation. Please ensure the date, vendor name, and specific items purchased are clearly visible.

**3. Submission Deadlines:**

Expense reports must be submitted within [Number] days of the date the expense was incurred. Late submissions may result in a delay or denial of the reimbursement.

**4. Approval Process:**

All expense claims require formal approval from [Department Head/Supervisor] prior to processing by the Finance Department. Partners are requested to follow the same oversight protocols as staff to maintain transparency.

**5. Personal Expenses:**

Personal items purchased during business trips or business meals must be paid for separately and should not be included in the reimbursement request.

Failure to comply with these procedures may result in the rejection of reimbursement claims. We appreciate your cooperation in maintaining accurate financial records.

If you have any questions regarding specific categories or the submission process, please contact the Finance Department at [Email Address/Phone Number].

Sincerely,

[Signature]

[Printed Name]  
[Title]