

To: All Employees

From: Compliance Department

Date: [Insert Date]

Subject: Formal Notice: Compliance Policy on Expense Account Usage

Dear Staff,

This letter serves as a formal reminder regarding the firm's policies on business expenses and reimbursement. Recent internal audits have identified irregularities and instances of expense account abuse that do not align with our corporate standards.

Please be advised of the following requirements:

- **Valid Documentation:** All reimbursement claims must be accompanied by itemized receipts. Summarized credit card statements are not sufficient.
- **Business Purpose:** Every expense must have a clearly defined business purpose. Personal expenses charged to firm accounts are strictly prohibited.
- **Approval Limits:** Expenses exceeding [Insert Amount] must receive prior written authorization from a department head.
- **Submission Deadlines:** All expense reports must be submitted within [Insert Number] days of the transaction.

The firm maintains a zero-tolerance policy regarding the falsification of records or the intentional misuse of company funds. Failure to adhere to these guidelines may result in the denial of reimbursement, loss of expense account privileges, and disciplinary action up to and including termination of employment.

If you have questions regarding the eligibility of a specific expense, please consult the Employee Handbook or contact the Compliance Department directly.

Thank you for your immediate cooperation and commitment to ethical conduct.

Sincerely,

[Name/Signature]

[Title]

[Company Name]