

[Date]

[Recipient Name]  
[Recipient Job Title]  
[Company Name]

**Subject: Notification of Travel and Entertainment (T&E) Expense Policy Violations**

Dear [Recipient Name],

This letter serves as formal notification regarding identified violations of the Company's Travel and Entertainment (T&E) Expense Policy. Following a recent audit of expense reports submitted for the period of [Date Range], the following discrepancies were noted:

- **Violation Date:** [Date of Expense]
- **Expense Category:** [e.g., Airfare, Meals, Lodging]
- **Description of Violation:** [e.g., Missing itemized receipt, exceeding daily allowance, unauthorized personal expense]
- **Total Amount in Question:** [Amount]

Our records indicate that these expenditures do not comply with Section [Section Number/Name] of the Employee Handbook, which states: "[Insert Brief Quote of Policy]."

As a result of these findings, the following actions are required:

1. [Action 1: e.g., Submission of missing documentation by Date]
2. [Action 2: e.g., Rejection of the reimbursement request]
3. [Action 3: e.g., Repayment of overages to the Finance Department]

Please be advised that strict adherence to our expense policies is necessary to ensure tax compliance and fiscal responsibility. Further violations may result in the suspension of corporate credit card privileges or additional disciplinary action.

If you have questions regarding these findings or require a copy of the current T&E Policy, please contact the Finance Department immediately.

Sincerely,

[Your Name]  
[Your Title]  
[Department Name]