

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

**To:** Staff  
**From:**  
**Subject:** Policy on Vehicle Expense Reimbursement  
**Date:**

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It has come to my attention that there has been some confusion concerning the company policy on vehicle expense reimbursement. In order to receive a vehicle expense reimbursement the following documentation must be submitted to the finance office:

- 1) Original Confirmation of Car Rental
- 2) All Gas Receipts
- 3) Receipts of any other Expenses Incurred for Business Purposes

If you have any questions concerning this policy, please do not hesitate to contact me.

Sincerely,

N A M E