

Employee Expense Authorization Letter

Date: June 12, 2024

Ref: EEAL/2024/98

To,

Mr. Jonathan Lee

Marketing Executive

XYZ Solutions Ltd.

101 Office Park Lane

Springfield, ST 99999

Subject: **Authorization for Expense Reimbursement**

Dear Mr. Lee,

This letter is to formally authorize you to incur expenses related to client meetings and official business travel effective June 15, 2024, through September 30, 2024.

You are permitted to claim up to **\$2,000 (Two Thousand Dollars)** as reimbursement for:

- Local transportation (taxi, ride-share, or public transit)
- Meals with clients as per the company reimbursement policy
- Official business supplies and materials
- Hotel accommodations (if travel extends overnight)

Please ensure all claims are supported by valid receipts and are submitted with the Expense Reimbursement Form within 10 days of incurring the expenses.

For any expenses beyond the stated amount, or for categories not mentioned above, prior written approval from the Department Head is mandatory.

Sincerely,

Samantha Roberts

HR Manager

XYZ Solutions Ltd.

Important Notes:

- This document should specify purpose, limits, and authorization period clearly.
- Attach all necessary receipts and supporting documentation with reimbursement claims.
- Unauthorized or personal expenses are not eligible and may result in non-reimbursement.
- Always retain a copy of this letter for your records and for audit purposes.

- Approvals and processes may vary based on company policy; review internal guidelines before proceeding.