

Acme Corporation

123 Business Avenue, Corporate City, Country

Date: June 25, 2024

To:
Ms. Jane Doe
Finance Officer
Acme Corporation

Advance Payment Reimbursement Approval Letter

Dear Ms. Doe,

We are pleased to inform you that your request for the reimbursement of advance payment has been reviewed and approved as per company policy. Please find below the details regarding your reimbursement:

Employee Name	Jane Doe
Department	Finance
Advance Payment Amount	\$1,000.00
Purpose	Business Travel Expenses
Date of Expense	June 15, 2024
Approved By	John Smith, Finance Manager

Please submit all related receipts and supporting documentation to the Finance Department for processing. The approved reimbursement will be processed within the standard payment cycle.

Should you have any further questions, feel free to contact us.

Sincerely,

John Smith
Finance Manager
Acme Corporation

Important Notes:

- This approval letter is only valid for the expenses and amount stated above.
- All original receipts and supporting documents must be submitted for reimbursement.
- Non-compliance with company policy may result in delay or rejection of reimbursement.
- Keep a personal copy of this letter for your records.