To: Sales People

From: Austin Young, Braden Trahey

Subject: New travel expense policy

The company will recall all American Express Cards. Effective January 1, the company will begin a new policy for handling travel expenses. All sales people will submit travel expense vouchers after returning from business trips.

The following procedures will be effective January 1.

* Submit a request with all travel voucher forms at the accounting office two weeks before a trip.
* Use personal credit card and save all bill and receipts.
* Reimbursable items include travel, food, lodging, and ground transportation.
* Submit all completed vouchers and receipts to the accounting office within 10 days after a business trip.

If you have questions, please call Mark Saunders, ext. 4204, at the accounting office.

Sincerely,
Those guys