

Expense Reimbursement Submission

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Expense Reimbursement Request

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally submit my request for reimbursement of expenses incurred during [specific event/period]. Below is a detailed breakdown of the expenses along with the supporting documentation.

Expense Summary

Date	Description	Amount	Receipt
[Date 1]	[Description 1]	[Amount 1]	[Link to Receipt 1]
[Date 2]	[Description 2]	[Amount 2]	[Link to Receipt 2]
Total		[Total Amount]	

Attached are the copies of the receipts for your reference. Please let me know if you need any further information or documentation.

Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]