

Reimbursement Application

Date: [Insert Date]

To: [Manager's Name]

Department: [Department Name]

Company: [Company Name]

Subject: Reimbursement Application for Travel Expenses

Dear [Manager's Name],

I am writing to formally request reimbursement for travel expenses incurred during my recent business trip to [Destination] from [Start Date] to [End Date]. The purpose of the trip was to [Purpose of the Trip].

The total expenses incurred are as follows:

- Transportation: \$[Amount]
- Accommodation: \$[Amount]
- Meals: \$[Amount]
- Other: \$[Amount]

The total reimbursement amount requested is: \$[Total Amount]

I have attached all relevant receipts and documentation supporting these expenses for your review. Please do not hesitate to reach out if you require any further information.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]