

Corporate Travel Reimbursement Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Travel Reimbursement Request

Dear [Manager's Name],

I hope this message finds you well. 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 details of the expenses are as follows:

- **Airfare:** \$[Amount]
- **Hotel Accommodations:** \$[Amount]
- **Meals:** \$[Amount]
- **Transportation:** \$[Amount]

The total amount for reimbursement is \$[Total Amount]. Attached are copies of all relevant receipts and documents to support this request.

Thank you for your attention to this matter. Please let me know if you need any further information.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]