

# Travel Reimbursement Request

**Date:** [Insert Date]

**To:** [Insert Recipient's Name]  
[Insert Recipient's Title]  
[Insert Organization Name]  
[Insert Organization Address]

Dear [Insert Recipient's Name],

I hope this message finds you well. I am writing to formally request reimbursement for travel expenses incurred during my recent field research trip conducted from [Start Date] to [End Date] in [Location]. The purpose of the trip was to [briefly describe the purpose of the field research].

Attached to this letter are the necessary receipts and documentation, including:

- Transportation expenses: [Insert amount]
- Accommodation expenses: [Insert amount]
- Meals and incidentals: [Insert amount]
- Other expenses: [Insert amount]

The total amount requested for reimbursement is [Total Amount].

Thank you for considering my request. Please let me know if you need any additional information or documentation to process this reimbursement.

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization]  
[Your Contact Information]