

Travel Reimbursement Request

Date: [Insert Date]

To: [Manager/Supervisor Name]

From: [Your Name]

Subject: Request for Travel Reimbursement for Remote Work Assignment

Dear [Manager/Supervisor Name],

I hope this message finds you well. I am writing to formally request reimbursement for travel expenses incurred during my recent remote work assignment from [Start Date] to [End Date]. During this period, I traveled to [Destination] to [Brief Description of Assignment Purpose].

Below are the details of the expenses incurred:

- Transportation: \$[Amount]
- Accommodation: \$[Amount]
- Meals: \$[Amount]
- Other (please specify): \$[Amount]

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

I have attached all relevant receipts and documentation to support this request. Please let me know if you need any further information.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]