

Travel Reimbursement Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Department: [Your Department]

Dear [Manager's Name],

I am writing to formally request reimbursement for travel expenses incurred during my recent sales presentations held on [Insert Dates] at [Insert Location]. The details of my travel are as follows:

Travel Details

- **Transportation:** [Description of transportation, e.g., airfare, mileage, etc.] - \$[Amount]
- **Accommodation:** [Hotel Name] from [Check-in Date] to [Check-out Date] - \$[Amount]
- **Meals:** [Description of meal expenses] - \$[Amount]
- **Other Expenses:** [Description] - \$[Amount]

Total Amount Requested: \$[Total Amount]

Please find the attached receipts for your reference. I appreciate your prompt attention to this matter and look forward to your approval.

Thank you for your support.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]