

Travel Reimbursement Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Travel Reimbursement for Team-Building Activities

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request reimbursement for travel expenses incurred during our recent team-building activities held on [insert date] at [insert location].

The total expenses amount to [insert total amount]. Below is a breakdown of the costs:

- Transportation: [insert amount]
- Accommodation: [insert amount]
- Meals: [insert amount]
- Miscellaneous: [insert amount]

Attached to this letter, you will find all relevant receipts and documentation to support this request.

I appreciate your consideration and support regarding this matter. Please let me know if you need any additional information.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]