

# Travel Expense Reimbursement Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Approval of Travel Expense Reimbursement

Dear [Manager's Name],

I hope this message finds you well. I am writing to request approval for the reimbursement of travel expenses incurred during my recent business trip to [Destination] from [Start Date] to [End Date].

The total amount for reimbursement is \$[Total Amount]. Below is a breakdown of the expenses:

- Transportation: \$[Amount]
- Accommodation: \$[Amount]
- Meals: \$[Amount]
- Miscellaneous: \$[Amount]

All receipts and necessary documentation are attached for your review. I appreciate your support in processing this request at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]