

Travel Expense Reimbursement Approval

Date: [Insert Date]

To: [Employee Name]

From: [Manager/Supervisor Name]

Subject: Approval of Travel Expense Reimbursement

Dear [Employee Name],

We are pleased to inform you that your request for reimbursement of travel expenses incurred during your recent trip to [Destination] from [Start Date] to [End Date] has been approved.

The total amount approved for reimbursement is \$[Amount]. Please find the attached documents that detail the approved expenses:

- Transportation: \$[Amount]
- Accommodation: \$[Amount]
- Meals: \$[Amount]
- Other Expenses: \$[Amount]

To receive your reimbursement, please submit the required forms and receipts to the finance department by [Submission Deadline]. If you have any questions, feel free to reach out to me directly.

Thank you for your dedication and service.

Sincerely,

[Your Name]

[Your Position]

[Company Name]