

# Travel Reimbursement Request

Date: [Insert Date]

[Participant's Name]

[Participant's Address]

[City, State, Zip Code]

Dear [Participant's Name],

Thank you for participating in [Event Name] held on [Event Date]. We appreciate your contribution and hope you found the event valuable.

Enclosed is the information regarding the travel reimbursement process. Please follow the guidelines below to submit your reimbursement request:

## Reimbursement Guidelines

- All travel expenses must be submitted within [X days] post-event.
- Include original receipts for transportation, accommodation, and meals.
- Fill out the attached reimbursement form completely.

## Submission Process

Please submit your reimbursement request by sending the completed form and receipts to [Email Address] or mail to [Mailing Address].

## Important Notes

- Reimbursements will be processed within [X weeks] of receipt of the completed submission.
- For any questions, feel free to contact us at [Contact Information].

Thank you once again for your valued participation. We look forward to seeing you at future events!

Sincerely,

[Your Name]

[Your Position]

[Organization Name]