

Business Travel Cost Refund Application

Date: [Insert Date]

To,

[Manager's Name]

[Company Name]

[Company Address]

Subject: Application for Refund of Business Travel Costs

Dear [Manager's Name],

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

The details of the expenses are as follows:

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

The total amount for reimbursement is \$[Total Amount]. I have attached all necessary receipts and documentation for your review.

Thank you for considering my application. Please let me know if you need any further information.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]