

# Business Travel Reimbursement Request

Date: [Insert Date]

To: [Insert Manager's Name]  
[Insert Manager's Position]  
[Insert Company Name]  
[Insert Company Address]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request reimbursement for expenses incurred during my attendance at the [Insert Conference Name] held in [Insert Location] from [Insert Start Date] to [Insert End Date].

The total expenses amount to [Insert Total Amount], which includes:

- Conference Registration Fee: [Insert Amount]
- Travel Costs: [Insert Amount]
- Accommodation: [Insert Amount]
- Meals: [Insert Amount]

Please find attached the receipts for the above expenses. I believe that the knowledge and skills gained from the conference will contribute significantly to our team's goals and productivity.

Thank you for considering my request. I look forward to your prompt approval.

Sincerely,

[Your Name]  
[Your Position]  
[Your Contact Information]  
[Your Company Name]