

Business Trip Expense Report

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Request for Reimbursement - Business Trip Expenses

Dear [Recipient's Name],

I hope this message finds you well. I am writing to submit my expense report for the business trip I took to [Destination] from [Start Date] to [End Date]. Below are the details of my expenses:

Expense Summary

Date	Description	Amount (\$)
[Insert Date]	Airfare	[Insert Amount]
[Insert Date]	Hotel Accommodation	[Insert Amount]
[Insert Date]	Meals	[Insert Amount]
[Insert Date]	Transportation	[Insert Amount]

Total Expenses: [Insert Total Amount]

I have attached all relevant receipts for your reference. Please let me know if you require any further information or documentation.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]