

# Corporate Travel Expenditures Reimbursement Request

**Date:** [Insert Date]

**To:** [Appropriate Manager/Finance Department]

**From:** [Your Full Name]

**Position:** [Your Job Title]

**Department:** [Your Department]

**Employee ID:** [Your Employee ID]

## **Subject: Reimbursement Request for Travel Expenses**

Dear [Recipient's Name],

I am writing to formally request reimbursement for travel expenditures incurred during my recent business trip to [Destination] from [Start Date] to [End Date]. The total amount being requested is \$[Amount].

### **Details of Expenses:**

- **Flight:** \$[Flight Cost]
- **Accommodation:** \$[Accommodation Cost]
- **Meals:** \$[Meal Cost]
- **Transportation:** \$[Transportation Cost]
- **Other:** \$[Other Costs]

Attached are the receipts and relevant documentation to support this request. If you need any additional information or clarification, please let me know.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Full Name]

[Your Contact Information]