

Expense Claim for Business Trip Reimbursement

Date: [Date]

[Your Name]

[Your Job Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Recipient's Name]

[Recipient's Job Title]

[Recipient's Company]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to submit my expenses for reimbursement related to my business trip to [Destination] from [Start Date] to [End Date]. Below is a summary of the expenses incurred:

Date	Description	Amount
[Date 1]	[Description 1]	[\$[Amount 1]]
[Date 2]	[Description 2]	[\$[Amount 2]]

Total Amount: \$[Total Amount]

Please find attached all relevant receipts for the above-listed expenses. I appreciate your attention to this matter and look forward to your prompt reimbursement.

Thank you for your cooperation.

Sincerely,

[Your Name]