

# Travel Expense Reimbursement Request

Date: [Insert Date]

To: [Manager's Name]

Company: [Company Name]

From: [Your Name]

Position: [Your Position]

Department: [Your Department]

Subject: Request for Reimbursement of Travel Expenses

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request reimbursement for travel expenses incurred during my recent business trip to [Destination] from [Start Date] to [End Date]. The trip was undertaken in accordance with our company's travel policy to [Brief Purpose of the Trip].

## Summary of Expenses:

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

Total Reimbursement Amount: \$[Total Amount]

Attached are the receipts and supporting documentation for your review. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Contact Information]