

Travel Reimbursement Request

Date: [Insert Date]

To: [Insert Supervisor's Name]

From: [Insert Employee's Name]

Department: [Insert Department]

Subject: Request for Travel Reimbursement

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to formally request reimbursement for travel expenses incurred during my recent trip for official business purposes. The details of the trip are as follows:

- **Destination:** [Insert Location]
- **Travel Dates:** [Insert Start Date] to [Insert End Date]
- **Purpose of Travel:** [Insert Purpose]

Attached to this letter are the necessary receipts and documentation supporting my request, including:

- Transportation receipts (flight, train, etc.)
- Accommodation invoices
- Meal expenses
- Other relevant receipts

According to our policy, I am entitled to reimbursement for the following expenses:

- **Total Transportation Costs:** \$[Insert Amount]
- **Total Accommodation Costs:** \$[Insert Amount]
- **Total Meals Costs:** \$[Insert Amount]
- **Other Expenses:** \$[Insert Amount]

The grand total for reimbursement is \$[Insert Total Amount]. I appreciate your consideration of my request and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Insert Employee's Name]

[Insert Employee's Contact Information]