

Expense Reimbursement Submission

Date: [Insert Date]

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Manager's Name]

[Manager's Job Title]

[Company Name]

Dear [Manager's Name],

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

Date	Description	Amount
[Date]	[Description of Expense]	[Amount]

Total Amount: [Total Amount]

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

Thank you for your support.

Sincerely,

[Your Name]

[Your Contact Information]