

Travel Expenses Claim

Date: [Insert Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally submit my claim for travel expenses incurred during the business trip to [Destination] from [Start Date] to [End Date]. The details of the expenses are as follows:

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

The total amount claimed is \$[Total Amount]. I have attached the necessary receipts and documentation for your reference.

Thank you for your attention to this matter. I look forward to your prompt processing of this claim.

Sincerely,

[Employee Name]
[Employee Job Title]
[Employee Contact Information]