

To: [Manager's Name]

From: [Your Name]

Date: [Date]

Subject: Travel Expense Claim for [Travel Dates]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally submit my travel expense claim related to my recent business trip to [Destination] from [Start Date] to [End Date].

Below is a summary of the expenses incurred during the trip:

- Transportation: \$[amount] (details: [flight/train/bus details])
- Accommodation: \$[amount] (details: [hotel name])
- Meals: \$[amount] (details: [number of meals/business meetings])
- Other Expenses: \$[amount] (details: [explanation])

The total amount claimed is \$[Total Amount]. I have attached all relevant receipts and documentation for your review.

Thank you for your attention to this matter. Please let me know if you need any further information or clarification.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]