

# Reimbursement Application for Travel Expenses

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supervisor's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

## Subject: Reimbursement Application for Travel Expenses

Dear [Supervisor's Name],

I am writing to formally request reimbursement for travel expenses incurred during my recent business trip to [Destination] from [Start Date] to [End Date]. As per our company policy, I have attached the necessary receipts and documentation for your review.

### Details of the Trip:

- Purpose of Travel: [Brief description]
- Travel Dates: [Start Date] to [End Date]
- Total Expenses: \$[Total Amount]

### Attached Documents:

- Flight Itinerary
- Hotel Invoice
- Meal Receipts
- Transportation Receipts

Thank you for considering my request. Should you need any more information, please feel free to contact me.

Sincerely,

[Your Name]

[Your Job Title]

[Department]