

Reimbursement Request for Business Travel

Date: [Insert Date]

[Your Name]
[Your Job Title]
[Your Department]
[Your Company Name]
[Your Company Address]

To: [Manager's Name]
[Manager's Job Title]
[Company Name]

Dear [Manager's Name],

I am writing to formally request reimbursement for expenses incurred during my recent business travel 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 reimbursement amount is \$[Total Amount].

Attached are the receipts and supporting documents for your review.

Thank you for your consideration. Please let me know if you require any additional information.

Sincerely,
[Your Name]
[Your Contact Information]