

Travel Voucher Claim

Date: [Insert Date]

To: [Insert Recipient Name]

Department: [Insert Department]

Subject: Claim for Travel Voucher - Educational Trip

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally submit my travel voucher claim for the educational trip I recently undertook from [Start Date] to [End Date] to [Destination]. The purpose of the trip was to [Briefly describe the purpose].

Below are the details of the expenses incurred during the trip:

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

The total amount claimed is \$[Total Amount]. Attached are the receipts and relevant documents for your reference.

I appreciate your assistance in processing this claim at your earliest convenience. Should you require any further information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]