

# Expense Report Submission

Date: [Insert Date]

To: [Supervisor/Manager's Name]

From: [Your Name]

Subject: Submission of Expense Report for Miscellaneous Expenses

Dear [Supervisor/Manager's Name],

I am writing to submit my expense report for miscellaneous expenses incurred during [specify period or project]. Please find the attached documentation and receipts for your review.

## Summary of Expenses

- Description of Expense 1: \$[Amount]
- Description of Expense 2: \$[Amount]
- Description of Expense 3: \$[Amount]
- Total: \$[Total Amount]

Please let me know if you need any further information or clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]