

Business Travel Expense Approval Request

Date: [Insert Date]

To: [Approver's Name]

Position: [Approver's Position]

Company: [Company Name]

Dear [Approver's Name],

I am writing to formally request approval for my travel expenses incurred during my business trip to [Destination] from [Start Date] to [End Date].

Travel Details

- Purpose of Travel: [Purpose]
- Itinerary: [Itinerary Details]
- Total Estimated Expenses: [Total Amount]

Breakdown of Expenses

Expense Type	Amount
Transportation	[Amount]
Accommodation	[Amount]
Meals	[Amount]
Other	[Amount]

Please let me know if you require any further information or documentation regarding this request. I would greatly appreciate your prompt attention to this matter.

Thank you for considering my request.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]