

Business Travel Expense Claim Procedure

Date: [Insert Date]

To: [Insert Supervisor/Manager's Name]

From: [Your Name]

Subject: Business Travel Expense Claim

Dear [Supervisor/Manager's Name],

I hope this message finds you well. I am writing to formally submit my claim for expenses incurred during my recent business travel from [Start Date] to [End Date]. The purpose of the trip was [Briefly describe purpose of travel].

Expenses

Date	Description	Amount
[Date of Expense]	[Description of Expense]	[Amount]
[Date of Expense]	[Description of Expense]	[Amount]

The total amount claimed is: [Total Amount]

Attached are receipts and documentation supporting my claim. Please let me know if you require any additional information or documentation.

Thank you for your attention to this matter. I appreciate your assistance in processing this expense claim.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]