

Travel Expense Reimbursement Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Position]

[Client Company Name]

[Client Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request reimbursement for my travel expenses incurred during our recent client meetings held on [insert dates].

Details of the expenses are as follows:

- Transportation: \$[amount]
- Accommodation: \$[amount]
- Meals: \$[amount]
- Other Expenses: \$[amount]

The total amount for reimbursement is \$[total amount]. Attached are the receipts for your reference.

Thank you for your attention to this matter. Please let me know if you need any further information.

Best regards,

[Your Name]

[Your Contact Information]