

Travel Expense Reimbursement Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request reimbursement for travel expenses incurred during my recent project-related trip for [Project Name]. The trip took place from [Start Date] to [End Date], and involved travel to [Destination].

Below is a summary of the expenses I incurred:

- Airfare: \$[Amount]
- Accommodation: \$[Amount]
- Meals: \$[Amount]
- Transportation (Taxi/Ride-share): \$[Amount]
- Other: \$[Amount] (please specify)

The total amount requested for reimbursement is \$[Total Amount]. I have attached the receipts and relevant documentation for your reference.

I appreciate your prompt attention to this matter and look forward to your response. Should you require any further information, please do not hesitate to contact me.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]

[Your Company/Organization Name]