

Travel Expense Reimbursement Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Travel Expense Reimbursement

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request reimbursement for travel expenses incurred during the team-building activities held on [insert date] in [insert location].

Below is a breakdown of the expenses:

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

The total amount for reimbursement is \$[total amount]. I have attached all relevant receipts and documentation for your review.

Thank you for considering my request. Please let me know if you need any further information.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]