

# Travel Expense Reimbursement Request

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I am writing to formally request reimbursement for travel expenses incurred while attending the [Name of Training Event] held from [Start Date] to [End Date] in [Location].

Below is a summary of the expenses for which I am seeking reimbursement:

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

The total amount for reimbursement is \$[Total Amount]. I have attached all relevant receipts and documentation to support my claim.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]