

# Travel Expense Approval Notification

Dear [Employee Name],

We are pleased to inform you that your travel expense report dated [Date] has been reviewed and approved.

Details of the approval are as follows:

- **Travel Date:** [Travel Dates]
- **Destination:** [Destination]
- **Total Expenses Approved:** \$[Amount]

Please retain all receipts and documentation for your records. The approved amount will be processed for reimbursement and should reflect in your next payroll cycle.

Thank you for your diligence in following our expense reporting procedures.

Best regards,

[Your Name]

[Your Position]

[Company Name]