

Travel Expense Clarification Request

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Company: [Company Name]

Address: [Company Address]

City, State, Zip: [City, State, Zip]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request clarification regarding my recent travel expenses submitted for reimbursement related to [specific trip or event, include dates].

Upon reviewing the expense report, I found certain entries that may require further explanation. Specifically, I would like to clarify the following items:

- [Expense Item 1 - Description and Amount]
- [Expense Item 2 - Description and Amount]
- [Expense Item 3 - Description and Amount]

Could you please provide insights on these entries? Your guidance will assist in ensuring accurate processing of my reimbursements.

Thank you for your attention to this matter. I appreciate your prompt response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]