

Travel Expense Reimbursement Request

Date: [Insert Date]

To: [Recipient Name]

Position: [Recipient Position]

Department: [Recipient Department]

Company: [Company Name]

Address: [Company Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request reimbursement for travel expenses incurred during my recent business trip to [Destination] from [Start Date] to [End Date]. The purpose of this trip was to [Briefly describe the purpose of the trip].

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

Date	Description	Amount
[Date]	[Description]	[\$Amount]
[Date]	[Description]	[\$Amount]
Total		[\$Total Amount]

Attached to this email are the relevant receipts and documentation for your reference. Please let me know if you need any additional information to process this reimbursement.

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

Sincerely,

[Your Name]

[Your Position]

[Your Department]

[Your Contact Information]