

Travel Expense Settlement Statement

Date: [Insert Date]

To: [Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip]

Dear [Manager's Name],

I hope this message finds you well. I am submitting my travel expense settlement statement for the trip undertaken from [Start Date] to [End Date] for [Purpose of Travel]. Below are the details of my expenses:

Date	Description	Amount
[Date]	[Description of Expense]	[Amount]
[Date]	[Description of Expense]	[Amount]
Total Expenses		[Total Amount]

I have attached all relevant receipts and documentation for your reference. Please let me know if you need any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]