

Travel Expenditure Approval Request

Date: [Insert Date]

To: [Insert Approver's Name]

From: [Insert Your Name]

Subject: Request for Approval of Travel Expenditure

Dear [Approver's Name],

I hope this message finds you well. I am writing to request approval for travel expenditures related to my upcoming trip to [Insert Destination] for [Insert Purpose of Travel] from [Insert Start Date] to [Insert End Date].

The estimated expenses are as follows:

- Airfare: \$[Insert Amount]
- Accommodation: \$[Insert Amount]
- Meals: \$[Insert Amount]
- Transportation: \$[Insert Amount]
- Miscellaneous: \$[Insert Amount]

The total estimated expenditure is \$[Insert Total Amount]. I assure you that I will adhere to our company's travel policy and will keep costs to a minimum.

Thank you for considering my request. Please let me know if you need any further information or documentation.

Sincerely,

[Insert Your Name]

[Insert Your Job Title]

[Insert Your Contact Information]