

# Expense Report for Travel

**To:** [Manager's Name]

**From:** [Your Name]

**Date:** [Date]

**Subject:** Expense Report for Travel from [Start Date] to [End Date]

## Travel Details

**Destination:** [Travel Destination]

**Purpose of Travel:** [Purpose]

## Breakdown of Expenses

Item	Date	Amount
Airfare	[Date]	[\$Amount]
Hotel Accommodation	[Date]	[\$Amount]
Meals	[Date]	[\$Amount]
Transportation	[Date]	[\$Amount]

## Total Expenses

**Total Amount:** \$[Total Amount]

## Attachments

Please find attached receipts for each of the listed expenses.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Contact Information]