

# Request for Direct Settlement of Travel Reimbursement

Date: [Insert Date]

To: [Insert Name of the Finance Department or Relevant Authority]

[Insert Company Name]

[Insert Company Address]

[Insert City, State, Zip Code]

Dear [Insert Name],

I hope this message finds you well. I am writing to formally request the direct settlement of travel expenses incurred during my recent business trip to [Insert Destination].

The details of the expenses are as follows:

- Date of Travel: [Insert Dates]
- Purpose of Travel: [Insert Purpose]
- Total Amount: \$[Insert Amount]
- Credit Card Last Four Digits: [Insert Last Four Digits]

Please find attached the receipts and supporting documents for your review.

I appreciate your prompt attention to this matter and look forward to your affirmative response.

Thank you.

Best regards,

[Insert Your Name]

[Insert Your Position]

[Insert Your Contact Information]