

Expense Reimbursement Request

Date: [Insert Date]

To: [Insert Manager's Name]

From: [Insert Your Name]

Subject: Expense Reimbursement for Business Travel

Dear [Manager's Name],

I hope this message finds you well. I am writing to request reimbursement for the expenses incurred during my recent business travel from [Start Date] to [End Date] for [Purpose of Travel/Project Name].

Details of Expenses:

- Airfare: \$[Amount]
- Hotel Accommodation: \$[Amount]
- Meals: \$[Amount]
- Transportation (Taxi/Ride-share): \$[Amount]
- Other (Specify): \$[Amount]

The total amount for reimbursement is \$[Total Amount]. I have attached all relevant receipts and documentation for your review.

Thank you for your attention to this matter. Please let me know if you require any further information.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]