

# Travel Expense Compensation Agreement

Date: [Insert Date]

From:

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To:

[Recipient's Name]

[Recipient's Title/Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter serves as a formal agreement regarding the compensation for travel expenses incurred during [specific event or trip description] from [start date] to [end date].

In accordance with our discussions, I will be compensated for the following expenses:

- Transportation: [Detail/Cost]
- Accommodation: [Detail/Cost]
- Meals: [Detail/Cost]
- Other expenses: [Detail/Cost]

The total amount for reimbursement is [Total Amount]. This amount will be payable by [Payment Method] within [Payment Period].

By signing below, both parties agree to the terms laid out in this letter.

Sincerely,

[Your Signature]

[Your Printed Name]

Agreed and Accepted by:

[Recipient's Signature]

[Recipient's Printed Name]