

Approval for Travel Expense Payment

Date: [Insert Date]

To: [Employee Name]

[Employee Address]

Dear [Employee Name],

We are pleased to inform you that your request for the reimbursement of travel expenses incurred during your recent business trip to [Destination] from [Start Date] to [End Date] has been approved.

The total amount approved for reimbursement is [Amount]. Please ensure that you provide all necessary receipts and documentation for our records.

Thank you for your contributions and efforts during your trip. If you have any questions or need further assistance, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]