

Travel Expense Coverage Confirmation

Date: [Insert Date]

Dear [Recipient's Name],

We are pleased to confirm that your travel expenses for the upcoming trip to [Destination] from [Start Date] to [End Date] will be covered as per the company policy.

The following expenses are eligible for coverage:

- Airfare
- Accommodation
- Meals
- Local Transportation

Please ensure all receipts are submitted within [Number of Days] days after the completion of your trip for reimbursement processing.

If you have any questions or need further assistance, feel free to contact us.

Best regards,

[Your Name]

[Your Title]

[Your Company]