

Consent for Travel Expenditure Reimbursement

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

I am writing to formally consent to the reimbursement of travel expenditures incurred during [describe the purpose of the travel, e.g., a business trip, conference, etc.] from [start date] to [end date]. I understand that the following expenses will be submitted for reimbursement:

- Transportation (e.g., airfare, taxi, car rental)
- Accommodation (e.g., hotel expenses)
- Meals and Incidentals

I have retained all receipts and documentation related to these expenses and will provide them as necessary. I appreciate the support and understanding regarding this matter.

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Contact Information]