

Monthly Expense Report Approval

Date: [Current Date]

To: [Recipient Name]

From: [Your Name]

Subject: Monthly Expense Report Approval

Dear [Recipient Name],

I am submitting my monthly expense report for your review and approval. The report covers the period from [Start Date] to [End Date], and includes all relevant receipts and documentation.

Below is a summary of the expenses incurred:

- Travel: \$[Amount]
- Accommodation: \$[Amount]
- Meals: \$[Amount]
- Other: \$[Amount]

Total Expenses: \$[Total Amount]

Please let me know if you have any questions or require additional information. I appreciate your prompt attention to this matter and look forward to your approval.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]