

# Travel Expense Reporting Consent

Date: \_\_\_\_\_

To: [Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]

Dear [Recipient's Name],

I, [Your Name], hereby consent to the reporting of my travel expenses incurred during the period of [Travel Period] for the purposes of reimbursement by [Company/Organization Name].

I understand that this report will include all relevant documentation, including receipts and itineraries, and confirm that all expenses claimed are accurate and within company policy.

Please find attached the travel expense report for your review.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position]  
[Your Contact Information]