

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Supervisor's Name]
[Company's Name]
[Company's Address]
[City, State, ZIP Code]

Dear [Supervisor's Name],

I am writing to formally request reimbursement for travel expenses incurred during my recent business trip to [Destination] from [Start Date] to [End Date].

The expenses incurred include:

- Transportation: [Amount]
- Accommodation: [Amount]
- Meals: [Amount]
- Other expenses: [Amount]

Total amount requested: [Total Amount]

Attached are copies of all relevant receipts and documentation to support my request. I appreciate your prompt attention to this matter and look forward to your approval.

Thank you for your consideration.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title]