

****Business Travel Reimbursement Request Template****

****[Your Name]****
****[Your Job Title]****
****[Your Department]****
****[Your Company Name]****
****[Your Address]****
****[City, State, ZIP Code]****
****[Email Address]****
****[Phone Number]****
****[Date]****
****[Recipient Name]****
****[Recipient Job Title]****
****[Company Name]****
****[Company Address]****
****[City, State, ZIP Code]****

Dear [Recipient Name],

I am writing to request reimbursement for business travel expenses incurred during my trip from [start date] to [end date] to [destination]. Below is a detailed breakdown of the expenses for which I am seeking reimbursement:

Date	Description of Expense	Amount	Receipt Attached
[Date]	[Airfare/Hotel/Meals/etc.]	\$[Amount]	Yes/No
[Date]	[Airfare/Hotel/Meals/etc.]	\$[Amount]	Yes/No
[Date]	[Airfare/Hotel/Meals/etc.]	\$[Amount]	Yes/No

****Total Amount Requested:**** \$[Total Amount]

I have attached copies of all relevant receipts and documentation for your review. Please let me know if you require any additional information or further clarification regarding the expenses listed.

Thank you for your attention to this request. I look forward to your prompt processing of my reimbursement.

Sincerely,

[Your Name]
[Your Job Title]
[Your Department]

****Attachments:****

1. [Receipt 1]
2. [Receipt 2]
3. [Mileage Log/Other Documentation]
