

Travel Expense Reimbursement Approval Letter

June 19, 2024

To: Emily Carter
Marketing Specialist
ABC Corporation
emily.carter@abccorp.com

Subject: **Approval of Travel Expense Reimbursement**

Dear Emily,

We are pleased to inform you that your request for travel expense reimbursement related to your business trip to New York City from May 15–18, 2024, has been approved.

The following expenses have been reviewed and are eligible for reimbursement:

- Flight tickets: \$420
- Hotel accommodation: \$360
- Ground transportation: \$78
- Meals: \$86

Total Approved Amount: \$944

The approved amount will be reimbursed to your designated bank account within seven business days. Please retain all original receipts for your records in accordance with company policy.

Thank you for your cooperation and for submitting all required documentation promptly.

Sincerely,

Jonathan Lee
Finance Manager
ABC Corporation

Important Notes:

- Only documented and policy-compliant expenses are eligible for reimbursement.
- Keep all receipts and travel documents for audit purposes.
- Submit reimbursement requests within the specified time frame.
- Contact the Finance Department for questions or clarifications.