Sample Travel Expense Approval Letter

[Your Name]

[Your Title]

[Company/Organization Name]

[Company/Organization Address]

[City, State, ZIP Code]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, ZIP Code]

Dear [Employee's Name],

Subject: Travel Expense Approval

I am writing to inform you that your travel expenses for the upcoming business trip to [Destination Name] have been approved. We value your dedication to your role and recognize the importance of this trip for our organization.

Please review the attached travel expense guidelines and reimbursement procedures. Keep all receipts and records for the expenses incurred during the trip. Upon your return, submit a detailed expense report within [Timeframe for Submission] for timely reimbursement.

If you have any questions or require further assistance, do not hesitate to contact our finance department. Safe travels and have a successful trip!

Best regards,

[Your Name]

[Your Title]