## **Casual Travel Reimbursement Email**

Hello [Finance Department],

I am submitting my claim for reimbursement of travel expenses incurred during [Event/Trip Name] on [Date].

Attached are all receipts, tickets, and the travel log for verification. Kindly process this at your earliest convenience.

Thank you,

[Your Name]

[Department/Team]

## Get more templates here:

https://www.lettersandtemplates.com/letters/claim-reimbursement-letter-sample