

Business Travel Budget Request

Subject: Travel Requisition for Business Trip - [Destination]

Dear [Travel Coordinator/Manager],

I am submitting this requisition for approval of business travel expenses related to [purpose of trip].

TRIP DETAILS:

Destination: [City, Country]

Dates: [departure] to [return]

Purpose: [conference, client meeting, training, etc.]

Attendees: [names and roles]

ESTIMATED EXPENSES:

Transportation: [amount] - [flights, car rental, etc.]

Accommodation: [amount] - [hotel details, nights]

Meals: [amount] - [per diem calculation]

Miscellaneous: [amount] - [conference fees, materials]

Total Estimated Cost: [amount]

BUSINESS RATIONALE:

This trip will [specific benefits - new client acquisition, knowledge transfer, strategic partnerships].

Expected outcomes include [measurable results].

PRE-APPROVALS NEEDED:

International travel: [if applicable]

Budget variance: [if exceeding standard limits]

Please approve this travel requisition by [date] to secure favorable rates and ensure proper arrangements.

Best regards,

[Your Name]

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