Casual Employee Expense Reimbursement

Subject: Expense Reimbursement Request - Business Trip to Chicago

Hi Finance Team,

Hope you're doing well! I'm submitting my expense reimbursement request for my recent business trip to Chicago from November 15-18.

The total amount comes to $1,245.30, covering:

- Flight tickets: $650.00
- Hotel accommodation: $400.00
- Meals and transportation: $195.30

All receipts are attached and expenses are within company policy limits. The trip was pre-approved by my manager, Sarah Johnson. Let me know if you need any additional information!

Thanks for your help,

[Your Name]

Sales Representative