

Petty cash request specifically for travel purposes

Subject: Request for Petty Cash " Travel Expenses

Dear [Finance Manager],

I am planning to attend [Event/Meeting] on [Date] and require petty cash amounting to [Amount] for travel-related expenses, including transportation, meals, and parking.

Kindly approve the release of funds, and I will provide detailed receipts upon my return.

Sincerely,

[Your Name]

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