(Insert date here)  
  
  
Dear Mr. Ma,  
  
I would like to request reimbursement of travel expenses for my trip to Casper, WY from (insert begin date) to (insert end date) to present my research results in the 2019 TAMU-Casper College Summer School on Quantum Science and Engineering. During the conference I presented a talk/poster “(insert title here)”.

Expenses for which I request reimbursement include:   
   
Airfare from (insert starting point here) to Casper, WY:  (insert amount here)

Airline Luggage Fees: (insert amount here)

Lodging at (insert hotel name) for nights of (insert date) (insert amount here)

through (insert date):

TOTAL: (Insert total amount here)

Please remit payment to:   
  
(Insert mailing address here)  
(Insert mailing address here)  
(Insert mailing address here)

Best Regards,  
  
(sign here)

(Insert electronic signature here)