

Date:

To Whom It May Concern:

This is to confirm that I am incurred expenses amounting to \$ (amount here) towards expenses directly connected with performance of my job/duties during the month of (month here) , 2008

These expenses categories relates to travel, meals, boarding/lodging, car rental, parking and other misc/incidental expenses. I understand that my expenses limitation for this month is \$ (amount here hourly per diem rate X number of hours).

Signature

Name of Employee: