

**[Date]**

To:

Commissioner of Administration

Division of Administration

State of Louisiana

1201 North Third Street

Baton Rouge, LA 70802

From:

[Your Full Name]

[Your Title]

[Your Department]

**Subject: Request for After-the-Fact Approval for Travel Reimbursement**

Dear Commissioner,

I respectfully submit this request for after-the-fact approval for travel reimbursement in accordance with the State of Louisiana Travel Guide (PPM49). This request pertains to my official University travel to **[Event/Conference Name**] in **[City, State],** which occurred from **[Travel Dates].**

Due to **[briefly explain the reason – e.g., “a scheduling conflict,” “an administrative oversight,” or “a late request from the sponsoring agency”]**, prior approval for this travel was not obtained as required. However, all travel arrangements were made in support of official University business and were necessary to fulfill my professional responsibilities.

The total reimbursement amount requested is **$[Amount]**. Enclosed are all supporting documents, including:

* Travel Authorization form
* Receipts and proof of payment
* Event agenda or invitation
* Written justification

I acknowledge the importance of adhering to State travel procedures and take full responsibility for this oversight. I respectfully request your approval to process the reimbursement under these circumstances.

Sincerely,

Traveler's Full Name
Title
Department