12 April 2019

**Name**

Position

RE: Request for Authority to Reimburse

Dear Dean \_:

This is to request for authority to reimburse the amount of **\_\_\_ Hundred Pesos** (Php\_1,500.00) of expenses incurred for the research study entitled: “**\_\_\_\_\_**”. Expenses were incurred for the payment of \_\_\_.

Hoping for your favorable consideration on this matter.

Respectfully yours,

**\_\_\_\_\_\_**

Project Leader