

Expense Invoice

Invoice No: AEI-2024-1058

Date: 2024-06-30

Vendor:

Acme Office Supplies Ltd.

123 Greenway Blvd.

Suite 22

Metropolis, NY 54321

Tax ID: 89-3456781

Billed To:

XYZ Corporation

Attn: Accounts Payable

789 Central Ave.

New City, NY 98765

Payment Terms:

Net 30 Days

Reference/PO:

PO-2024-2207

Submitted By:

Jane Doe

Expense Dept.

#	Description	Date Incurred	Category	Amount
1	Office Supply Purchase - Printer Paper	2024-06-11	Supply	\$120.00
2	Business Lunch with Client	2024-06-13	Meals/Entertainment	\$86.40
3	Taxi for Delivery	2024-06-15	Transportation	\$38.50
Total				\$244.90

Remittance Instructions

Bank Name: Metro National Bank

Account Name: Acme Office Supplies Ltd.

Account No.: 123456789

SWIFT/BIC: MBNKUS33

Important Notes

- All supporting receipts and documentation must be attached for expense claims.
- This invoice should be processed only through approved vendor payment systems.
- Kindly adhere to payment terms specified above; late payment may incur penalties.
- Contact Accounts Payable immediately if any discrepancies are noted.
- Automated invoices without valid purchase orders may be returned or delayed.