

# Expense Invoice

**Vendor Name:** [Vendor Company Name] **Invoice No:** [001]  
**Contact Person:** [Name] **Date:** [YYYY-MM-DD]  
**Address:** [Vendor Address] **Payment Terms:** [e.g. Net 30]  
**Email:** [email@example.com] **Phone:** [+123456789]  
  
**Bill To:** [Client/Company Name] **Prepared By:** [Your Name]  
**Client Address:** [Client Address] **Department:** [Department Name]

#	Expense Category	Description	Qty	Unit Price	Amount
1	[Travel]	[Flight ticket for XYZ]	1	500	500
2	[Accommodation]	[Hotel stay]	2	90	180
3	[Meals]	[Business dinner]	3	30	90

<b>Subtotal</b>	770
<b>Tax (%)</b>	5
<b>Tax Amount</b>	38.5
<b>Total</b>	808.5

- All invoice fields are editable—customize as per your records and requirements.
- Attach all supporting receipts or documents relevant to expenses claimed.
- Ensure accuracy in listed items, quantities, and tax calculations for compliance.
- Include vendor and client details clearly for identification and payment processing.
- Keep a copy for your record and follow up on pending payment as necessary.