

ABC Suppliers Pvt. Ltd.

123, Business Avenue

Cityville, State 456789

GSTIN: 27ABCDE1234F1Z5

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Phone: +91-99999 88888

Expense Invoice

Invoice No.: INV-2024/078**Date:** 12 June 2024**Vendor Name:** XYZ Pvt. Ltd.**Vendor GSTIN:** 27XYZDE1234J1Z8**Address:** 456 Market Road, Cityville, 123456**PO/Ref#:** PO/2024/789

Expense Details

#	Description	Qty	Unit Cost	Total (₹)
1	Office Stationery	10	500.00	5,000.00
2	Printer Cartridges	2	2,500.00	5,000.00
				Subtotal 10,000.00

Tax Breakdown

Tax Type	Rate (%)	Taxable Value (₹)	Tax Amount (₹)
CGST	9	10,000.00	900.00
SGST	9	10,000.00	900.00
IGST	0	0.00	0.00

Subtotal	₹10,000.00
Total Tax	₹1,800.00
Grand Total	₹11,800.00

Important Notes

- This invoice serves as a valid record for expense reimbursement and tax purposes.
- Ensure GSTIN numbers for both vendor and recipient are mentioned for input credit eligibility.
- Keep original invoices for your accounting and statutory audit.
- Verify tax rates as per applicable laws for the goods/services supplied.
- Report discrepancies within 7 working days of invoice date.