

Expense Invoice

Acme Consulting LLC
123 Main St, Suite 400
Metropolis, CA 90001
Email: info@acme.com

Invoice #: INV-1042

Date: 2024-06-20

Due Date: 2024-07-04

From:

Jane Smith
Acme Consulting LLC
Email: jane@acme.com

Bill To:

John Doe
XYZ Corporation
789 First Ave, Suite 205
Metropolis, CA 90001

Description	Date	Category	Qty	Unit Cost	Amount
Airfare to Client Meeting	2024-06-10	Travel	1	\$350.00	\$350.00
Hotel Stay (2 nights)	2024-06-10	Accommodation	2	\$150.00	\$300.00
Client Lunch	2024-06-11	Meals	3	\$25.00	\$75.00
Ground Transportation	2024-06-12	Transport	4	\$18.00	\$72.00

Subtotal:
\$797.00

Sales Tax (8%):
\$63.76

Total Due:
\$860.76

Important Notes:

- Attach original receipts for each expense item listed.
- All expenses must be business related and pre-approved if required.
- Please remit payment by the due date indicated above.
- Contact us within 5 business days for any discrepancies.