

# 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.