

Professional Expense Invoice

From:

John Doe
Professional Consulting Ltd.
123 Main Street
City, ZIP
Email: john.doe@email.com
Phone: +1 234 567 8901

To:

Acme Corporation
Jane Smith
456 Industry Ave.
City, ZIP
Email: jane.smith@acmecorp.com

Invoice No:

INV-2024-078

Date:

2024-06-30

Date	Description	Category	Amount (USD)
2024-06-12	Business Lunch with Client	Meals & Entertainment	72.50
2024-06-15	Taxi to Client Office	Transportation	24.20
2024-06-16	Hotel Accommodation	Lodging	189.00
2024-06-18	Stationery Supplies	Office Supplies	14.85

Subtotal: \$300.55

Tax (10%): \$30.06

Total: \$330.61

Important Notes:

- All expenses are supported by corresponding receipts or documentation.
- Please process reimbursement within 15 business days upon receipt of this invoice.
- Contact the sender if clarification or additional details are required.
- This invoice format is appropriate for professional and consulting expense claims.
- Ensure compliance with company reimbursement policy and tax regulations.