

# Expense Invoice

**From:**

ABC Consultants  
123 Main Street  
Cityville, XY 56789  
Email: info@abcconsultants.com

**To:**

XYZ Enterprises  
789 Central Ave  
Townville, XY 12345  
Email: accounts@xyzenterprises.com

**Invoice #:** INV-00234

**Date:** 2024-06-22

**Due Date:** 2024-07-06

Description	Date	Amount
Taxi fare to client site	2024-06-10	\$40.00
Hotel accommodation	2024-06-10 to 2024-06-12	\$190.00
Client Lunch	2024-06-11	\$56.00
Office supplies (printing)	2024-06-12	\$18.50
	<b>Total</b>	<b>\$304.50</b>

**Important Notes:**

- Attach original receipts for all listed expenses.
- Only business-related expenses are eligible for reimbursement.
- Ensure invoice details are accurate before submission.
- Payments are subject to client's reimbursement policy and timelines.
- Contact accounts department for any clarifications.