

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
Total		\$304.50

- 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.