

Reimbursable Expense Vendor Bill Sheet

Document Date: 2024-06-11

Bill Reference: RB-2024-1023

Vendor Information

Vendor Name Acme Supplies Co.
Vendor Address 123 Main St, Springfield, CA 90001, USA
Contact Person Jane Doe
Email janedoe@acmesupplies.com
Phone (555) 123-4567

Expense Details

| Date | Description | Category | Receipt No. | Amount (USD) |
|------------|--------------------------|-----------|-------------|--------------|
| 2024-06-01 | Office Supplies Purchase | Supplies | R-10923 | 120.50 |
| 2024-06-03 | Courier Charges | Logistics | R-10954 | 35.00 |
| 2024-06-07 | Travel & Transportation | Travel | R-11001 | 78.90 |
| Total | | | | 234.40 |

Bank Details for Reimbursement

Bank Name Springfield National Bank
Account Name Acme Supplies Co.
Account Number 9876543210
SWIFT Code SPNBUS33

Important Notes

- All claimed expenses must be supported by valid receipts or proof of payment.
- Reimbursable expenses are subject to approval per the contract terms.
- Please ensure bank details are accurate to avoid payment delays.
- This document should only include expenses that are contractually allowed for reimbursement.
- Retain a copy of submitted bills and supporting documentation for your records.