

# 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
<b>Total</b>				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.