

Debit Note for Reimbursement of Expenses

From:

ABC Pvt. Ltd.
123 Business Road,
City, State - Zip Code
GSTIN: 22AAAAA1234A1Z5

To:

XYZ Ltd.
789 Corporate Avenue,
City, State - Zip Code
GSTIN: 33BBBBB5678B2Z6

Debit Note No: DN/2024/0123

Date: 12 June 2024

Subject: Debit Note for Reimbursement of Expenses

Dear Sir/Madam,

We have incurred the following expenses on your behalf as per our agreement. Kindly reimburse the same at the earliest.

| S. No. | Description of Expense | Invoice No. | Invoice Date | Amount (₹ ¹) |
|--------------|------------------------|-------------|--------------|--------------------------|
| 1 | Courier Charges | INV01456 | 05-06-2024 | 1,250.00 |
| 2 | Travel Expenses | INV01457 | 08-06-2024 | 5,600.00 |
| 3 | Stationery Purchases | INV01458 | 10-06-2024 | 900.00 |
| Total | | | | 7,750.00 |

Amount in words: Seven Thousand Seven Hundred Fifty Only

Thank you.

For ABC Pvt. Ltd.

Authorised Signatory

Important Notes:

- Debit notes for reimbursement should be supported with valid bills/invoices.
- This document is for expense reimbursement only; no tax is charged if claimed on actuals.
- Keep all original receipts safely for audit/reference purposes.
- Ensure the recipient acknowledges the debit note to process the reimbursement.