

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 (â‚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.