

DEBIT NOTE

Travel Expense Correction Format

Debit Note No:
DN/2024/001

Date:
2024-06-05

Issued By:

ABC Corporation
123 Business Avenue
City, Country 12345

Issued To:

John Doe | Employee ID: 00231
Department: Sales & Marketing

Reason for Debit Note:

Correction of travel expenses claimed for business trip during May 2024. The excess claim identified in hotel and meal charges is being adjusted as per finance review.

| Description | Original Amount | Revised Amount | Difference |
|---------------------|-----------------|----------------|------------|
| Hotel Accommodation | USD 800.00 | USD 700.00 | USD 100.00 |
| Meal Expenses | USD 400.00 | USD 350.00 | USD 50.00 |
| Total Adjustment | | | USD 150.00 |

Remarks:

This debit note serves as notification and record of the above correction. The amount is recoverable from your subsequent reimbursements or salary as per company policy.

Prepared By:
Samuel Lee
Finance Department

Checked & Approved By:
Karen Smith
Head of Finance

Important Notes:

- This debit note is issued for the purpose of correcting and standardizing travel expense claims.
- Ensure you review the details and contact finance for any clarification within 7 days.
- The adjusted amount will be offset in your next reimbursement cycle unless otherwise specified.
- Keep this document for your records and future reference in case of audit.