

Reimbursement Expense Bill

Company Name: ABC Enterprises Pvt. Ltd.

Bill No.: REB/2024/0152

Address: 17, Main Street, Cityville, State, 123456

Date: 20-Jun-2024

Employee Name: John Doe

Employee ID: EMP0982

Department: Sales and Marketing

Expense Details

S.No.	Date	Expense Description	Category	Amount (INR)	Remarks
1	12-Jun-2024	Client meeting lunch	Meals & Entertainment	1,350.00	With client, Sunview Ltd.
2	14-Jun-2024	Travel to client site	Travel	2,780.00	Taxi fare
3	15-Jun-2024	Printing presentation materials	Office Supplies	450.00	Client pitch deck
4	16-Jun-2024	Accommodation	Lodging	3,200.00	One night stay

Subtotal: ₹7,780.00

Less Advance: ₹12,000.00

Total Payable: ₹15,780.00

Prepared By:

John Doe

Approved By:

Finance Manager

Important Notes:

- All attached receipts must be original and legible.
- Ensure expenses claimed comply with the company's reimbursement policy.
- Each expense entry should be accompanied by relevant supporting documents.
- Incorrect or incomplete bills may lead to delay or rejection of reimbursement.
- This document is essential for accurate ledger reconciliation and audit purposes.