

# 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: â,17,780.00

Less Advance: â,12,000.00

**Total Payable: â,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.