

# Rental Car Invoice for Reimbursement

## Rental Agency

QuickWheels Car Rental  
1024 Main Street  
Cityville, ST 12345  
Phone: (555) 123-4567  
Email: info@quickwheels.com

## Invoice Details

Invoice #: RC-2024-00127  
Invoice Date: 2024-06-01  
Rental Agreement #: QW-75913

## Renter Information

Name: John Doe  
Department: Field Operations  
Email: john.doe@email.com  
Contact Number: (555) 789-4321

## Rental Details

Car Model	Toyota Corolla 2022	License Plate	ABX-1234
Pick-up Date	2024-05-25	Return Date	2024-05-29
Pick-up Location	Cityville Airport	Return Location	Cityville Airport

## Charges

Description	Amount
Daily Rental Rate (4 days x \$38)	\$152.00
Insurance (Collision Damage Waiver)	\$40.00
GPS Rental	\$20.00
Taxes & Fees	\$28.50
<b>Total</b>	<b>\$240.50</b>

**Amount Paid by Renter: \$240.50**

Authorized by: \_\_\_\_\_  
Date: \_\_\_\_\_

## Important Notes

- Please attach all original receipts with this invoice.
- Ensure the rental agreement number and rental dates are clearly stated.
- Reimbursement is subject to your organization's travel policy.
- Personal expenses (fuel, tolls, etc.) should be claimed separately if eligible.
- This invoice is valid only with agency stamp/signature if required.

