

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
Total	\$240.50

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.

