

Electronic Invoice

XYZ Solutions Ltd.

123 Business Avenue

City, Country 12345

Email: info@xyzsolutions.com

Phone: +12-3456-7890

INVOICE DETAILS

Invoice Number:

INV-2024-067

Date of Issue:

2024-06-15

Submission ID:

EXP-1359

Submitted by:

Jane Doe

Department:

Finance

RECIPIENT DETAILS

Recipient Name:

John Smith

Recipient Email:

john.smith@clientco.com

Recipient Address:

789 Client Road, City, Country

EXPENSE DETAILS

DATE	EXPENSE CATEGORY	DESCRIPTION	RECEIPT NO.	AMOUNT (USD)
2024-06-10	Hotel	2 nights at ABC Hotel, conference stay	RPT-45673	320.00
2024-06-11	Meals	Client dinner at Cafe Bistro	RPT-45698	68.50
2024-06-12	Taxi	Cab from airport to hotel	RPT-45710	35.00
TOTAL				423.50

PAYMENT INFORMATION

Payment Method:

Bank Transfer

Bank Name:

Global Bank

Account Number:

XXXX-3467

IMPORTANT NOTES

- Ensure all receipts and documents are attached for verification when submitting this invoice.
- This electronic invoice serves as the expense receipt record for reimbursement requests.

- All expense entries should comply with company policies and approved categories.
- Please review the information carefully; inaccurate or incomplete submissions may result in delays.
- Retain a digital or printed copy of this invoice for your own records.