

# Reimbursement Invoice

Invoice No: RMB-2024-015

Period: June 1 - June 15, 2024

Date: 2024-06-27

Due Date: 2024-07-05

**Billed To:**

Client Company Name  
Contact Person: John Doe  
123 Client Avenue  
City, State ZIP  
client@email.com

**From:**

Your Company Name  
Reimbursement Department  
456 Your Business St.  
City, State ZIP  
business@email.com

Description	Date	Reference	Amount
Hotel stay for client project (night of June 5)	2024-06-06	Hotel Invoice #H12345	\$125.00
Flight ticket (Project Meeting)	2024-06-01	Airline Receipt #F5678	\$320.00
Taxi - Airport to Client Office	2024-06-06	Taxi Receipt #TX7890	\$35.00
<b>Total Reimbursement Due</b>			<b>\$480.00</b>

**Important Notes:**

- All amounts are in USD unless otherwise specified.
- Receipts and supporting documentation for each expense are attached.
- Please process reimbursement by the due date indicated above.
- Contact us if you have any questions regarding individual items or details.
- This invoice template is client-specific and should not be reused for other clients without modification.