

ABC Solutions LLC
742 Route 21, Suite B
New York, NY 11001
Phone: (555) 234-5678
Email: finance@abcsolutions.com

Reimbursement Invoice

Invoice #: 2024-0123
Date: 2024-06-10
Billed To:
Johnathan Lee
68 Bright Street, Apt 4C
New York, NY 10013

#	Date	Description	Reference	Amount
1	2024-05-02	Client Meeting Lunch	Receipt #5830	\$54.30
2	2024-05-15	Travel to Client Office	Taxi - Inv. #1789	\$38.50
3	2024-05-18	Printing and Copies	Receipt #6152	\$14.90
4	2024-05-19	Office Supplies	Inv. #8871	\$27.60

Subtotal:	\$135.30
Less Advance Paid:	-\$0.00
Total Reimbursement Due:	\$135.30

Authorized Signatory

Important Notes:

- All expenses must be supported by original receipts or documentation.
- This invoice should accurately itemize all reimbursable expenses.
- Ensure that expenses comply with the company's reimbursement policy.
- Submit within the required timeframe to avoid processing delays.
- Retain copies of all documents for your records.