

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.