

Reimbursement Invoice

Tax-Compliant

Invoice No.: INV-2024-001

Date: 2024-06-26

From (Requester):

Jane Doe
123 Main Street
Cityville, 12345
Tax ID: 123-456-7890
Email: jane.doe@email.com

To (Paying Entity):

ABC Corporation Inc.
456 Corporate Blvd.
Metropolis, 54321
Tax ID: 987-654-3210
Email: finance@abccorp.com

#	Description	Date	Reference	Amount	Tax %	Tax Amount	Total
1	Flight ticket City - Metropolis	2024-06-18	e-Ticket #A82652	350.00	10%	35.00	385.00
2	Hotel stay (2 nights)	2024-06-18	Invoice #3349	250.00	10%	25.00	275.00
3	Meal - Client Dinner	2024-06-19	Receipt #8812	40.00	10%	4.00	44.00

Subtotal: 640.00

Total Tax: 64.00

Grand Total: 704.00

Requester Signature

Approver Signature

Important Notes:

- Attach all original receipts and supporting documents for each reimbursed item.
- Tax-compliant invoices require accurate Tax ID numbers for both parties.
- Ensure tax rates applied match current applicable laws and policies.
- Double-check all invoice fields before submission to avoid processing delays.
- Maintain a copy of this document for your records and future reference.