

## GUEST/VISITOR REIMBURSEMENT INVOICE

Company/Individual Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Country \_\_\_\_\_

Invoice Date:

Invoice Number (format mm/dd/yy Reimbursement ):

DESCRIPTION	AMOUNT
Airfare	
Hotel/Lodging	
Car Rental	
Meals	
Mileage (# miles x IRS rate)	
Entertainment	
Other	
Total	

Currency to be paid \_\_\_\_\_

Notes: