

Invoice

Date: DD/MM/YYYY
INVOICE NUMBER: 0000000

BILL TO: Washington University in St. Louis
One Brookings Drive, Campus Box 1173
St. Louis, MO, 63130 U.S.A.
01.314.935.6779

PAYABLE TO: Institution or Organization Name
Address One
Address Two
City, State/Other Country, Postal
Phone Contact
Taxpayer Identification Number (TIN) - **U.S. institutions only**

General Expenses Information	Payment Terms
Payment / Reimbursement to institution or organization for travel expenses related to the National Memory in a Time of Populism Conference (May 23-25, 2019)	Due upon receipt

Description	Total
Airline travel and related expenses for Speaker - (Name of Speaker)	Total Amount of Expense Total Amount of Expense
Total Due	TOTAL OF ALL EXPENSE

(THIS IS AN EXAMPLE ONLY)