

Sample Invoice – Reimbursement Request

**Consultant “X” Letterhead
4321 Wisconsin Badger Lane
Princeton, WI XXXXX**

To:

Sample County Address
4321 Dairy Land Lane
Wausau, WI XXXXX

RE: Sample County Rural Transportation Project

Professional Services for the period ending April 30, 2007

Name	Title	Hours	Rate	Amount
Person A	Principal/Engineer	11.00	168.00	\$1,848.00
Person B	Associate/Planner	12.50	101.10	\$1,263.75
Person C	Planner	1.00	60.00	60.00
		24.50		\$3,171.75

Budget Status

	Budget
Total Budget	\$XX,XXX.XX
Billing to Date	\$X,XXX
Billing This Invoice	\$3,171.75
Balance Remaining	\$XX,XXX.XX