

# TRAVEL INVOICE

**[Coordinator Name/Agency]**  
[Address Line 1]  
[City, State, Zip]  
[Email/Phone]

**Invoice #:** [0000]  
**Date:** [Date]  
**Due Date:** [Date]

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BILL TO:

**[Couple Names]**  
[Address]  
[Phone Number]

WEDDING DETAILS:

**Destination:** [Location]  
**Date:** [Wedding Date]  
**Event ID:** [ID Number]

Description	Quantity	Rate	Amount
Airfare (Round Trip - Coordinator)	[Qty]	\$0.00	\$0.00
Accommodation ([Number] Nights)	[Qty]	\$0.00	\$0.00
Ground Transportation / Transfers	[Qty]	\$0.00	\$0.00
Travel Management Fee	1	\$0.00	\$0.00

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Description	Quantity	Rate	Amount
Visa/Insurance Reimbursement	[Qty]	\$0.00	\$0.00

Subtotal: \$0.00  
Tax: \$0.00  
Total Due: \$0.00

**Payment Instructions:** [Bank Transfer / Check / Credit Card Info]

**Notes:** Travel expenses are based on confirmed bookings. Please retain this invoice for your wedding records. Thank you for choosing us to coordinate your special day.