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Travel Invoice

FROM (YOUR BUSINESS)

Business name	
Address	
Phone / WhatsApp	
Email	
KRA PIN	

INVOICE DETAILS

Invoice number	e.g. INV-2026-041
Invoice date	
Due date	

BILL TO (CLIENT)

Client name	
Phone / email	
Client KRA PIN	only if the client will claim the expense / input VAT

TRIP REFERENCE

Tour	
Travel dates	
Travellers	
Booking reference	

LINE ITEMS

Description	Qty	Unit price	Line total

One line per service: safari package, transfers, extra activities, park fees billed separately…

TOTALS

Subtotal	
VAT 16%	leave off if not VAT-registered
Grand total (KES / USD)	
Deposit received	amount, date and M-Pesa / bank reference
Balance due	amount and due date

PAYMENT DETAILS

M-Pesa Paybill	business no. — account no.: use the invoice number
M-Pesa Till	if you take Buy Goods instead
Bank transfer	bank, branch, account name & number, SWIFT
Currency	payable in KES or USD, and rate applied if converted

Ask the client to quote the invoice number on every payment — payments then reconcile themselves.

TERMS

- Payment due by the due date above; late payments may pause the booking.
- Cancellation per the terms on your booking confirmation.
- This is the client-facing invoice; issue the electronic tax invoice through KRA eTIMS.
