

Grand Metro Hotel

123 Business Ave

Capital City, XY 45678

Tel: (123) 456-7890

Email: reservations@grandmetro.com



Corporate Hotel Accommodation Receipt

Receipt No: HTL-20240601-0897**Date of Issue:** 2024-06-20

Guest Details

Name	Ms. Jordan Elliot
Company	Acme Global Solutions Ltd.
Business Purpose	Annual Sales Conference

Accommodation Details

Check-in Date	2024-06-17	Check-out Date	2024-06-20
Room Type	Executive Suite	Room No.	504
Number of Nights	3	Number of Guests	1

Charges

Description	Amount (USD)
Room Rate (Executive Suite) x 3 nights	720.00
Breakfast Included	0.00
Wi-Fi Access	0.00
Taxes & Service Charges	72.00
Total Amount	792.00
Paid via	Corporate Credit Card

Received by: Steven Grant, Front Desk Officer

Important Notes:

- This receipt serves as proof of accommodation and payment for corporate booking purposes.
- Please retain this document for company reimbursement and audit requirements.
- All information is based on the details provided at check-in/check-out.
- For tax or official queries, contact the hotel's accounting department.
- Non-authorized alterations to this document render it invalid.

