

Hotel Receipt

Hotel Name:
Grand Vista Business Hotel
Address:
98 Plaza Avenue, Central District, Cityname 12345
Phone:
+1 234 567 8900
Email:
frontdesk@grandvistahotel.com
GSTIN/VAT No.:
12ABCDE1234F2Z5

Receipt Details

Receipt No:
RCP-2024-1101
Date of Issue:
2024-06-15
Guest Name:
Alex Johnson
Company:
Johnson Global Enterprises
Address:
216 Corporate Tower, Downtown, Cityname 56789
Check-in:
2024-06-12, 14:00
Check-out:
2024-06-15, 11:00
Room No.:
407

Billing Summary

Description	Qty	Rate	Amount
Deluxe Room (Single)	3 Nights	\$120.00	\$360.00
Breakfast (Incl.)	3	\$0.00	\$0.00
Laundry	2	\$9.00	\$18.00
GST (12%)			\$45.36

Total Amount: \$423.36

Amount Paid: \$423.36

Payment Mode:
Credit Card (VISA - XXXX 3245)
Received By:
M. Singh

Important Notes:

- This receipt should be retained for business travel expense claims.
- Ensure that all guest information matches your company travel request.
- Tax details are included for compliance with business accounting standards.
- For disputes or clarifications, contact the hotel within 7 days of receipt.
- No alterations of receipt are permitted after issue; duplicate copies on request.