

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.