

Business Travel Accommodation Receipt

Hotel Details

Hotel Name: Elite Suites City Center
Address: 456 Main Avenue, Downtown, Metropolis
Contact: +1 234 567 8900

Guest & Invoice Info

Guest Name: Jane Doe
Company: Acme Corporation
Receipt No.: BR-2024-0074
Date Issued: 2024-06-29

Stay Details

Check-in Date: 2024-06-23 Check-out Date: 2024-06-28
Room Type: Deluxe King Room No. of Nights: 5
No. of Guests: 1 Booking Reference: ACME-JD0624

Charges Breakdown

Description	Qty/Nights	Rate	Amount
Room Rate	5	\$120.00	\$600.00
Breakfast (Included)	5	-	Included
Taxes & Fees	-	-	\$60.00
Total Paid			\$660.00

Payment

Payment Method: Corporate Credit Card
Paid By: Acme Corporation

Important Notes

- This receipt is intended for business travel expense reimbursement.
- Please verify all guest and payment information for accuracy.
- Keep the receipt as proof of accommodation and payment.
- Modifications or cancellations may require updated documentation.
- Contact the hotel for clarification or disputes regarding charges.

