

Hotel Elite International

123 City Avenue, Downtown, Metropolis | Tel: (555) 123-4567 | Email: reservations@elihotel.com

Receipt No: HTR-20240618-1024

Date of Issue: 2024-06-18

Payment Method: Corporate Credit Card

Guest Name: John Doe

Company: Acme Corporation

Room Number: 708

Date	Description	Amount (USD)
2024-06-15	Room Charge (Deluxe)	160.00
2024-06-16	Room Charge (Deluxe)	160.00
2024-06-16	Breakfast	18.00
2024-06-16	Laundry Service	9.50
2024-06-17	Room Charge (Deluxe)	160.00
2024-06-17	Breakfast	18.00
2024-06-17	Mini Bar	13.00
Subtotal		538.50
Tax (10%)		53.85
Total Amount		592.35
Amount Paid		592.35
Balance Due		0.00

Authorized By: Emily Carter, Front Desk Manager

Signature: _____

Important Notes:

- This receipt serves as an official proof of accommodation and payment for reimbursement.
- Please verify that your name, company, and stay dates are accurate before submission.
- Original receipts must be retained and attached to your reimbursement claim.
- Any corrections or discrepancies should be reported to the hotel immediately.