

# Hotel Elegance International

123 Luxury Avenue,  
Downtown City, Country 12345  
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Logo

## Hotel Expense Receipt

**Receipt No:** HT2024-0589

**Date Issued:** 2024-06-15

**Booking Ref:** BK459321

### Guest Information

**Name:** John Doe

**Address:** 789 Guest St, Suite 45, Uptown

**Contact:** +1 987 654 3210

**Check-In:** 2024-06-10

**Check-Out:** 2024-06-15

**Room No:** 504

### Charges Breakdown

Description	Dates	Qty	Amount
Room Charge (Deluxe Double)	2024-06-10 to 2024-06-15	5 Nights	\$750.00
Breakfast Buffet	Included	5	\$0.00
Room Service	2024-06-12	2	\$45.00
Laundry Service	2024-06-13	3 items	\$18.00
Mini-bar Consumption	2024-06-14	1	\$12.00
Tourist Tax	Per Night	5	\$25.00

**Subtotal**

\$850.00

Tax & Service (10%)

\$85.00

**Total Amount**

**\$935.00**

Payment Method

Credit Card

Amount Paid

\$935.00

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Authorized Signature

- This receipt serves as valid proof of payment for the above-stated hotel expenses.
- Please check all details for accuracy. Report discrepancies within 7 days.
- Keep this document for your reimbursement and record-keeping purposes.
- Customizations may be required as per individual or corporate policy.
- This is a system-generated document; no handwritten signatures are required unless specified.