

Hotel Invoice

Hotel Details

Hotel Name: Sunshine Residency
Address: 123 Main Street, City Center, Mumbai, India
Contact: +91 22 4000 1234 | info@sunshineresidency.com
GSTIN: 27AAECS9862E1ZQ

Guest Details

Name: Mr. Rahul Sharma
Company: ABC Technologies Pvt. Ltd.
Mobile: +91 98765 43210
Email: rahul.sharma@abctech.com
Booking ID: 20240623-0123

Invoice Details

Invoice No.: INV-2024-0152
Invoice Date: 23 June 2024
Check-in: 15 June 2024
Check-out: 18 June 2024
Room Type: Deluxe Room
No. of Guests: 1
No. of Nights: 3

Description	Date	Nights / Qty	Rate (INR)	Amount (INR)
Room Charges (Deluxe)	15-18 Jun 2024	3	4,500	13,500
Breakfast (Complimentary)	16-18 Jun 2024	3	0	0
Laundry Service	16 Jun 2024	2	200	400
Mini Bar	17 Jun 2024	2	150	300
GST @ 12%				1,680

Subtotal	14,200
GST (12%)	1,680
Grand Total	15,880
Amount Paid	15,880
Balance Due	0

Authorized Signatory

Name: S. Iyer
Designation: Front Desk Manager
Date: 23 June 2024
Signature: _____

Important Notes

- This invoice is valid for reimbursement purposes only with the attached supporting documents as required by your organization.
- Ensure guest and invoice details exactly match your booking and company records.
- Original hotel stamp and authorized signature may be mandatory for reimbursement.
- Keep a copy of all receipts and this invoice for your expense claim records.

- Clarify with your finance department the reimbursable components (room, food, taxes, etc.).