



## Grand Plaza Hotel

123 Avenue Street, City, Country  
Phone: +123-456-7890 | Email: info@grandplaza.com

Date of Issue: **2024-06-15**  
Receipt No: **GH-ER-20240615-2261**

### Guest Details

Guest Name	Company/Organization	Email	Contact No.
Alice Doe	ABC Corporation	alice.doe@email.com	987-654-3210

### Stay Details

Check-in	Check-out	Room Type	Room No.	No. of Guests	Booking Reference
2024-06-10, 14:00	2024-06-13, 12:00	Deluxe King	502	1	BK-238129

### Itemized Charges

Date	Description	Qty/Nights	Unit Price	Amount
2024-06-10	Room Charge	1	120.00	120.00
2024-06-11	Room Charge	1	120.00	120.00
2024-06-12	Room Charge	1	120.00	120.00
2024-06-11	Breakfast	1	15.00	15.00
2024-06-12	Breakfast	1	15.00	15.00
2024-06-13	Breakfast	1	15.00	15.00
2024-06-13	Airport Transfer	1	30.00	30.00

**Subtotal:** \$435.00  
**Tax (10%):** \$43.50  
**Total Amount:** **\$478.50**  
**Payment Method:** Credit Card (\*\*\*\* 2244)  
**Paid By:** Alice Doe

### Digital Authorization

Issued By: **Brian Smith** (Front Office Manager)  
Digital Signature: *[Encrypted Hash]*

### Important Notes for Reimbursement Claims:

- This e-receipt is valid only if issued directly by the property or its authorized booking channels.
- Ensure the guest name and dates of stay match your travel claim.
- Alterations or modifications to this document may void its validity.
- For any queries, confirm directly with the hotel using the official contact details provided above.
- Please attach this receipt in your expense claim as per your company's reimbursement policy.

