

Hotel Redwood Express

235 Sunrise Avenue, Downtown, Cityville

Phone: (123) 456-7890

Email: info@redwoodexpress.com



Receipt for Hotel Stay

Receipt No:	HRW-2024-00589	Date of Issue:	2024-06-15
Guest Name:	Jane Doe	Room Number:	412
Check-in Date:	2024-06-10	Check-out Date:	2024-06-12
Payment Method:	Credit Card	Reference No:	CC-78965213
Address:	45 Willow St, Cityville, ZIP 30001		
GSTIN (if applicable):	29AABCU9603R1ZX		

Description	Qty/Nights	Rate	Amount
Room Charges (Deluxe)	2	₹ 3,000	₹ 6,000
Breakfast	2	₹ 300	₹ 600
Laundry Service	1	₹ 200	₹ 200
Taxes & GST (12%)			₹ 792
Total Amount			₹ 7,592

Guest Signature

Authorized By (Hotel)

Thank you for staying with us!

GST Invoice

Important Notes:

- This receipt must include all details for reimbursement: guest name, dates, itemized charges, and official hotel stamp/signature.
- Ensure GSTIN and tax details are present if required for tax claims.
- Original or valid digital copy as issued by the hotel is required for reimbursement.
- Altered or handwritten receipts may not be accepted by accounts/HR departments.