

# Accommodation Receipt Submission Checklist

Please use this checklist to ensure your accommodation receipt submission is complete and meets all requirements.

## Checklist Items

- ☐ Accommodation receipt is in the guest's name.
- ☐ Date(s) of stay are clearly visible.
- ☐ Total amount paid is clearly indicated.
- ☐ Payment method and confirmation shown.
- ☐ Receipt includes accommodation provider's name, address, and contact details.
- ☐ Receipt is an official document (not a booking confirmation).
- ☐ Invoice or receipt includes appropriate tax information (if applicable).
- ☐ All documents are legible (not blurry or cut-off).
- ☐ Additional support documents (if required) are attached.

## Important Notes

- Always retain original receipts for your records.
- Ensure all information on the receipt matches your travel claim.
- Submissions with incomplete documentation may result in delayed reimbursement.
- For extended stays, provide a receipt for each billing cycle or month.
- Contact the finance or HR department if you have questions about acceptable receipts.