

Detailed Hotel Receipt Form

Purpose: This detailed hotel receipt form is tailored for conference attendees, ensuring accurate billing and transparent expense documentation. Please complete all sections upon check-out.

Attendee Information

Full Name	<input type="text"/>
Conference Name	<input type="text"/>
Organization	<input type="text"/>
Contact Number	<input type="text"/>
Email Address	<input type="text"/>

Stay Details

Hotel Name	<input type="text"/>
Check-In Date	<input type="text"/>
Check-Out Date	<input type="text"/>
Room Number	<input type="text"/>

Charges Summary

Description	Amount (USD)
Room Rate (per night)	\$ <input type="text"/>
Number of Nights	<input type="text"/>
Room Charges (Subtotal)	\$ <input type="text"/>
Taxes & Fees	\$ <input type="text"/>
Breakfast/Meals	\$ <input type="text"/>
Wi-Fi/Internet	\$ <input type="text"/>
Laundry	\$ <input type="text"/>
Parking	\$ <input type="text"/>
Other Services (Specify): <input type="text"/>	\$ <input type="text"/>
Total Amount Due	\$ <input type="text"/>
Payment Method	<input type="checkbox"/> Cash <input type="checkbox"/> Credit Card <input type="checkbox"/> Other: <input type="text"/>
Payment Date	<input type="text"/>

Authorization

Attendee Signature	_____
Date	___/___/___
Hotel Representative Signature	_____
Date	___/___/___

Note: Please retain this receipt for your records and reimbursement claims.