

# Hotel Receipt Form Sample

Use this **hotel receipt form sample** to accurately document your lodging expenses for seamless expense reimbursement. This template ensures all necessary details like dates, amounts, and stay specifics are clearly recorded. Streamlining the submission process helps avoid delays and facilitates faster approval.

<b>Guest Name</b>	<input type="text"/>
<b>Hotel Name</b>	<input type="text"/>
<b>Hotel Address</b>	<input type="text"/>
<b>Check-in Date</b>	<input type="text"/>
<b>Check-out Date</b>	<input type="text"/>
<b>Room Number</b>	<input type="text"/>
<b>No. of Nights</b>	<input type="text"/>
<b>Rate Per Night</b>	<input type="text"/> USD
<b>Total Amount</b>	<input type="text"/> USD
<b>Payment Method</b>	<input type="text"/> Credit Card <input type="button" value="▼"/>
<b>Notes / Additional Charges</b>	<input type="text"/>
<b>Hotel Representative Signature</b>	<input type="text"/>