

# Hotel Room Invoice Template Example

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## Starlight Resort Hotel

## Hotel Accommodation Invoice

<b>Hotel Name</b>	Starlight Resort Hotel
<b>Address</b>	123 Oceanview Drive
<b>Phone</b>	555)-123-4567
<b>Email</b>	reservations@starlightresort.com
<b>Website</b>	starlightresort.com

### Guest Information

<b>Name</b>	Brooklyn Jansen
<b>Contact Information</b>	brooklyn.jansen@example.com

### Invoice Information

<b>Invoice Number</b>	56789
<b>Date of Invoice</b>	10/12/20XX

### Detailed List of Charges

Date	Description	ID (Employee)	Reference No.	Amount	Credit	Balance
10/09/20XX	Room Charge	EMP001	1001	\$200.00	\$0.00	\$200.00
10/09/20XX	Dinner at Restaurant	EMP002	1002	\$50.00	\$0.00	\$250.00
10/10/20XX	Spa Service	EMP003	1003	\$100.00	\$0.00	\$350.00
10/10/20XX	Parking Fee	EMP001	1004	\$20.00	\$0.00	\$370.00
10/11/20XX	Room Charge	EMP001	1005	\$200.00	\$0.00	\$570.00
10/12/20XX	Adjustment (Loyalty Credit)	EMP004	1006	\$0.00	\$50.00	\$520.00

## Expense Report Summary

## Credit Card Details

Category	Amount	Approval Code	123ABC	Expiration Date	12/20/20XX
Room and Tax	\$400.00	Card Number	**** * 5678	Transaction Type	Credit Card
Miscellaneous	\$170.00	Transaction ID	890XYZ		
Total	\$1,090.00	Merchant ID	MERCHANT001		

## Payment Instructions

All invoices are due upon receipt. For inquiries or assistance, please call us at (555) 123-4567 or email us at [reservations@starlightresort.com](mailto:reservations@starlightresort.com).



## Expense Report Summary

## Credit Card Details

Category	Amount	Approval Code	Expiration Date
Room and Tax		Card Number	Transaction Type
Miscellaneous		Transaction ID	
Total		Merchant ID	

## Payment Instructions

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