

# Receipt Format Samples

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## Documents Included:

1. Registration Receipt Sample
2. Plane Ticket Receipt/Itinerary Sample
3. Hotel Receipt Sample, Paid with Credit Card
4. Hotel Receipt Sample, Paid with Cash
5. Sample Credit Card Statement
6. Meal Receipt Sample, Paid with Cash
7. Meal Receipt Sample, in a Foreign Language
8. Meal Receipt Sample, Paid with Credit Card
9. Grubhub or Delivery Receipt Sample
10. Taxi Receipt Sample, Printed
11. Taxi Receipt Sample, Hand-written
12. Transportation Receipt Sample
13. Uber/Lyft Receipt Sample
14. Metro Card Receipt Sample

\*\*\*Please note that these are general guidelines to follow. While we don't expect everyone's receipts to look just like these, we do respect that the receipt submitted indicates all the important information. Please make sure your receipts are readable. Please submit full documents in PDF format (Screenshots **not** preferred as information is usually missing).\*\*\*

Thank you!

# \* Conference Registration Receipt \*

## Registrants

Name



Registration ID:  
Company/Organization &  
(optionally) its tax number  
Registrant Type

[Redacted]  
[Redacted]  
[Redacted]  
[Redacted]

## Fees

Fee	Quantity	Unit Price	Amount
ACM/SIG Member Event Fee	1	\$0.00	\$0.00
ACM Member Conference Pass	1	\$650.00	\$650.00
Discounted Big DAMA Workshop	1	\$100.00	\$100.00
Banquet Dinner	1	\$150.00	\$150.00
		<b>Subtotal:</b>	<b>\$900.00</b>
		<b>Total:</b>	<b>\$900.00</b>

## Transactions

Paid



Transaction Type	Date	Amount	Balance
Transaction Amount	7/6/2018	\$900.00	\$900.00
Online Credit Card Payment (***** ** [Redacted]	7/6/2018	(\$900.00)	\$0.00

\$900.00 - Total

# \* Sample Plane Ticket Receipt \*

## E-Ticket Passenger Itinerary

AIR BUSAN

Airline

Your Name

Passenger Name

AIRBUSAN

E-Ticket No.

2300000000

Reservation No.

KE

### Itinerary

Location

	City(Airport)	Date(Day)	Local Time	Terminal	Flighting Time	Status
1 BX111						
Departure	TOKYO(NARITA) (NRT)	15APR15 (THU)	13:55			OK
Arrival	BUSAN(GIMHAЕ) (PUS)					OK

BX111 is operated by AIR BUSAN

Booking Class

A

Airline ticket Validity Period Not Valid before 16APR

Not Valid after 16APR

Fare Basis

JP14

Free baggage allowance Baggage Allowance is 20Kilogram

Via

2 BX112

Departure	BUSAN(GIMHAЕ) (PUS)	16APR15 (SAT)	11:00			OK
Arrival	TOKYO(NARITA) (NRT)					OK

BX112 is operated by AIR BUSAN

Class

A

Airline ticket Validity Period Not Valid before 16APR

Not Valid after 16APR

Fare Basis

JP14

Free baggage allowance Baggage Allowance is 20Kilogram

Via

### Fare & Ticket Information

Restrictions

Date/Place 12FEB15 14

Fare Calculation 12.49 399.79 JP14 BX TYO Q 12.49 399.79 JP

Fuel Surcharge ROE120 063000

Fare 3000 Equivalent

Fuel Surcharge JPY 3000

Tax/Fee 520OU 2090SIW 2540BP

Total JPY 104150 Original Issue

Form of Payment 148225501 Tour Code

Issued in Exchange for

Conjunction Tickets

Total Paid

- The check-in process for international flights will be available from 2 hours and up to 45 minutes before your flight's scheduled departure time. Please arrive at the airport 2 hours before your flight to ensure a smooth check-in.
- E-Ticket Passenger Itinerary must be presented to immigration/customs if required. Please carry this E-Ticket Passenger Itinerary with you during your travel.
- Your English name as it appears on your E-Ticket Passenger Itinerary must match the name on your passport.
- Airline tickets must be used in order, starting from the flight's origin specified on the airline tickets.
- If the limit on free baggage (weight/number) is exceeded, the excess baggage charge will be imposed. The charges vary depending on the routes.
- Unused ticket is possible to refund through Reservation Center, the refund amount is subject in accordance to fare rules.

Reservation Korea : 1666-3050 (www.airbusan.com)  
\* From overseas : 82-70-7997-3060

Japan : 0570-029-777  
\* From overseas : 81-3-6733-6550

Taiwan : (+886)02-2516-3355  
Philippines : (+63)032-268-0882  
Hong Kong : (+852)3489-6320  
Macau : (+853)2886-1370

**Marriott**

*\* Name*

GUEST FOLIO

OMAHA

10220 Regency Circle, Omaha, NE 68114 • 402.399.9000 • Marriott.com/OMAWE

243 *[Redacted]*/MONICA  
Room Name  
NSKG SOUTHSIDE SWARM VBC  
Type  
13 XX  
LEE'S SUMMIT MO  
-Address

109.00 02/15/ 12:00 5642 5594  
Rate Depart Time ACCT# GROUP  
02/12/ 23:09  
Type

PASSPORT:

Payment

MR#:

*\* Dates*

DATE | REFERENCE | CHARGES | CREDITS | BALANCE DUE

02/12	ROOM	243, 1	109.00	
02/12	STATETAX	243, 1	13.80	
02/12	CNTY TAX	243, 1	6.00	
02/13	ROOM	243, 1	109.00	
02/13	STATETAX	243, 1	13.80	
02/13	CNTY TAX	243, 1	6.00	
02/14	ROOM	243, 1	109.00	
02/14	STATETAX	243, 1	13.80	
02/14	CNTY TAX	243, 1	6.00	
02/15	CCARD-VS			

PAYMENT RECEIVED BY VISA

- 386.40  
XXXXXXXXXXXX0326

*\* Total Paid*

.00

EXP. REPORT SUMMARY

02/12	ROOM&TAX	128.80
02/13	ROOM&TAX	128.80
02/14	ROOM&TAX	128.80

WANT YOUR FINAL HOTEL BILL BY EMAIL? JUST ASK THE FRONT DESK!  
SEE "INTERNET PRIVACY STATEMENT" ON MARRIOTT.COM

*\* Sample Hotel Receipt, Card \**

This statement is your only receipt. You have agreed to pay in advance by approved payment method or to authorize us to charge your credit card for all amounts charged to you. The amount shown in the credits column opposite any credit card entry in the reference column above will be charged to the credit card number set forth above. (The credit card company will bill in the usual manner.) If for any reason the credit card company does not make payment on this amount, you will owe us such amount. If you are being billed, in the event payment is not made within 20 days after checkout, you will owe us interest from the checkout date on any unpaid amount at the rate of 1.5% per month (ANNUAL RATE 18%) or the maximum allowed by law, plus the reasonable cost of collection, including attorney fees.

Signature X

# Sample Hotel Receipt, Cash

Hotel  Sunny Hills  
Hotel Name

\*Blue Ocean\* Lodging - 10 Arizona Ave - CA 90412 Santa Monica

Irdima Ltd.  
Ms Marge  
[Redacted]  
United States of America

\*Name

Invoice Number: 000005  
Invoice Date: 4/7/11

Dear Ms [Redacted]

We are charging the following items for your stay with us:

Title	Guests	Quantity	per Item	VAT	Line Total
<b>BO DB 03</b> Double Bedroom [Redacted]					
3/28/11 - 3/29/11 Price: 30.00 \$ per night/person	2	1	\$30.00	7.00%	\$60.00
3/29/11 - 4/1/11 Price: 40.00 \$ per night/person	2	3	\$40.00	7.00%	\$240.00
<b>BO DB 04</b> Double Bedroom [Redacted]					
3/28/11 - 3/29/11 Price: 30.00 \$ per night/person	1	1	\$30.00	7.00%	\$30.00
3/29/11 - 4/1/11 Price: 40.00 \$ per night/person	1	3	\$40.00	7.00%	\$120.00
Breakfast in Restaurant (BO DB 03)	2	4	\$6.00	19.00%	\$48.00
<b>Wellness Special</b>					
Massage (BO DB 03)		1	\$50.00	19.00%	\$50.00
Mud Bath (BO DB 03)		1	\$50.00	19.00%	\$50.00
<b>Total (Incl. VAT):</b>					<b>\$598.00</b>
			VAT		Total (excl. VAT)
			\$29.44	7.00%	\$420.56
			\$23.63	19.00%	\$124.37

\*Dates

\*Total Paid

We have received a cash payment for the invoice amount.  
We thank you for your stay and hope to see you again in the future.

\*Cash payment indicated

# \* Sample Card Statement

the statement (continued) \* Black out your private information \*

**1 Your First Bank**

**CREDIT CARD STATEMENT**

SEND PAYMENT TO  
Box 1234  
Anytown, USA

*\* Shows your Name*

ACCOUNT NUMBER: [REDACTED] NAME: John Doe STATEMENT DATE: 2/13/01 PAYMENT DUE DATE: 3/09/01

CREDIT LINE: [REDACTED] CREDIT AVAILABLE: [REDACTED] NEW BALANCE: [REDACTED] MINIMUM PAYMENT DUE: \$ [REDACTED]

REFERENCE	SOLD	POSTED	ACTIVITY SINCE LAST STATEMENT	AMOUNT
483GE7382		1/25	PAYMENT THANK YOU	-168.80
32F349ER3	1/12	1/15	RECORD RECYCLER ANYTOWN USA	14.83
89102DIS2	1/13	1/15	BEEFORAMA REST ANYTOWN USA	30.55
<i>* NX34FJD32</i>	1/18	1/18	<i>GREAT EXPECTORATIONS</i> BIG CITY USA	<i>27.50</i>
84RT3293A	1/20	1/21	DINO-GEL PETROLEUM ANYTOWN USA	12.26
873DWS321	2/09	2/09	SHIRTS 'N SUCH TINYVILLEUSA	40.10

*Indicate Charge (ex. Hotel)*

Previous Balance	(+)	168.80	Current Amount Due	[REDACTED]
Purchases	(+)	125.24	Amount Past Due	[REDACTED]
Cash Advances	(+)		Amount Over Credit Line	[REDACTED]
Payments	(-)	168.80	Minimum Payment Due	[REDACTED]
Credits	(-)			
FINANCE CHARGES	(+)			
Late Charges	(+)			
NEW BALANCE	(=)	125.24		

FINANCE CHARGE SUMMARY	PURCHASES	ADVANCES	For Customer Service Call: 1-800-XXX-XXXX For Lost or Stolen Card, Call: 1-800-XXX-XXXX 24-Hour Telephone Numbers	
	Periodic Rate	1.65%		0.54%
	Annual Percentage Rate	19.80%		6.48%

Please make check or money order payable to Your First Bank. Include account number on front.

\* If the last 4 digits of your account # match the last 4 of the card you use to pay on receipts, I would show the last 4 here.



\* Meal Receipt - Cash \*

Med Bistro  
Chk# 3025  
Flavors of the Mediterranean  
Newark Liberty Intl Airport  
Terminal B Food Court

8021 Kadidiat

Chk 3025 Jun15'15 03:45PM

For Here

1 Car-Beet Juice	5.00
1 Hommous/Tabbouli	4.99
Sandwich ONLY	
CASH	10.69
FOOD	9.99
TAX	0.70
PAYMENT	10.69

\* How you paid

\* Total

THANK YOU!  
Have a safe flight!!  
www.midfieldconcession.com  
Telephone: 734.727.0055

\* Meal Receipt in different language \*

\* Restaurant Name

绿波廊酒楼

结帐单

单据号 20021123 0003

帐台名 绿波廊酒楼(一楼) 餐厅 绿波榭 打印时间 12:28  
开单员 郑元芳 收银员 张燕萍 桌号 010 就餐人数 2

名称	数量	单价	金额
茶水	2 位	3.00	6.00
青椒鸡丁	1 盆	25.00	25.00
雪菜冬笋	1 盆	20.00	20.00
蟹粉小笼	1 笼	48.00	48.00
火腿萝卜丝饼	1 只	3.50	4.00
荠菜肉丝炒年糕	1 盆	20.00	20.00
配套点心	1 套	50.00	50.00

消费合计: 173.00

总计: 173.00

付款方式:

现金

173.00

\* CASH

\* Total in RMB / CNY

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\* For receipts in a different language, please indicate on the receipt what it was for (ex. meal) and total paid. \*  
Translate necessary sections to show name/total.



\* Meal Receipt - Card \*

# Crabapples

NEIGHBORHOOD GRILL & BAR

08 / 14 / 09

8:11 PM

SERVER: ANNIE

TABLE: 89

CHK 7963

CLAM CHOWDER BOWL	8.75
MOZZ STIX	12.99
3 SUPER LUNCH COMBO	40.72
UNSWT ICED TEA	5.75
2 FTN SODA	9.50

Entry Mode: Suiped

Card Number: XXXXXXXXXXXXXXX6810

Card Expire: XX/XX

Card Type: AMEX

\* Paid with Card

Subtotal: \$77.71

Tax: 7.68

Amount due: \$85.39

\* Total

Tip \_\_\_\_\_

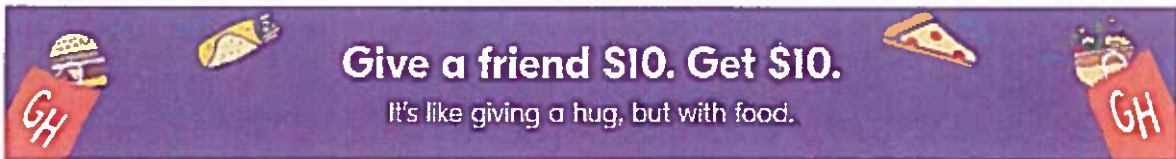
Total \_\_\_\_\_

# GRUBHUB™

Hello [REDACTED] — Your name

We've confirmed your delivery order from Rincon Mexicano . Your food should be ready by 9:00pm - 9:10pm on Sunday, October 21.

Track your order



Ordered from  
Rincon Mexicano

— Restaurant Name

Contact restaurant for delivery issues [\(212\) 837-1378](tel:2128371378)

Delivery (9:00pm - 9:10pm on Sunday, October 21) to [REDACTED]

Delivery instructions  
[REDACTED]

Payment Method  
Credit Card - 50%

Shows it has  
been paid

\$30.67

Total

Order Details  
Oct 21, 2018 7:59:50pm  
#54740585-4001845

1 Chicken Tinga Bowl \$14.50

- Medium Sauce
- Mexican Rice
- Guacamole
- Black Beans
- Cheese
- Pico de Gallo
- Pumpkin Seeds
- Lettuce "Extra side of chipotle dressing please."

1 Tinga Tacos \$10.00

"1 extra chipotle sauce on the side please"

Items subtotal \$24.50

Sales tax \$2.17

Tip \$4.00

**Total charge** **\$30.67**

For billing issues

[Contact us](#)

*Total*

Download *FOR* DELICIOUSNESS 

 Download on the App Store  ANDROID APP ON Google play

**GIFT CARDS**

Give the gift of food

 [Learn more](#)



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This email was sent by GrubHub 111 W. Washington St., Suite 2100, Chicago, IL, 60602, USA

\* Any changes you make to your order after it has been placed may result in additional charges.

Example :

TAXI RECEIPT

HACK #	██████
MED #	██████
TRIP #	██████
DATE	01/02/12 *Date
DRIVER	David
START AT	11:10
END TIME	11:25
RATE NO.	CITY RATE
STAND.	03
MILES R1	1.50
FARE	\$7.00
SURCHARGE	\$1.00
SUBTOTAL	\$8.00
TIP	\$1.00
TOTAL	\$9.00 * Total Paid

THANK YOU

# \* Taxi Receipt

66158426 RECEIPT

FULL PICK UP ADDRESS BANNER RD		TIME 06:00
FULL DESTINATION ADDRESS RDMY ST		DATE 1-9-17
RATE CARD APPLICABLE (PLEASE TICK) YELLOW   RED   BLUE		MILEAGE
		WAITING TIME
		TOTAL 24

\* Date

\* Amount Paid  
= \$24.00

# MVM RECEIPT

MTA NYC TRANSIT  
WILLETS POINT - SHEA  
NEW YORK CITY NY

*Shuttle/  
Transit  
Receipt*

MVM #: 0653 (R532 0700)

Tues 29 April 14 13:15

Date

Trans: Add Value OK

Payment Mode: Credit

Amount: \$ 60.00

Initial Value: \$ 14.00

Value Added: \$ 60.00

Bonus: \$ 3.00

Card Value: \$ 77.00

Total Paid: \$ 60.00

Total Paid

VISA

Card #:

Auth#:

Ref #:

Serial #:

Type: 000

FULL FARE

Questions?

Call (212) METROCARD



**\$9.32**

*Location*

Thanks for choosing Uber, Jimmy

*Your Name*



FARE BREAKDOWN

Base Fare	2.20
Distance	3.14
Time	2.98
<b>Subtotal</b>	<b>\$8.32</b>
Safe Rides Fee (?)	1.00

- 10:10am**  
 872 Rhode Island Street, San Francisco, CA
- 10:22am**  
 301-339 Brannan Street, San Francisco, CA



*Shown you paid*

**\$9.32**  
*Total*

CAR	MILES	TRIP TIME
uberX	2.42	00:11:27



You rode with Michael  
 Transportation Network Company: Rasler-CA, LLC.



\* Date

Please Indicate  
\* Total cost Paid

\* Metro Card / Transit Receipt \*