

SUPPORTING DOCUMENTS REQUIRED FOR HOTEL REIMBURSEMENTS



HOTEL INVOICE REQUIREMENTS

- ✓ Charges associated with client's stay:
 - Client's name or number identifier (e.g. J. Smith, 123456)
 - Room rate charged
 - Tax
 - Regular Room Rate
 - Period of stay (dates the room was rented)
- ✓ Deposit (if required)
- ✓ Room number

Note: The client's HMIS number or number identifier should be noted on the invoice and RFR Summary Listing.