

Voucher Check List	Mandatory (Yes/No)	Remarks		
Hotel Details:-				
Hotel Name	Yes			
Hotel Address	Yes			
Hotel Category	No			
Check - in Date	Yes			
Checkout Date	Yes			
Confirmation details:-				
Room type	Yes			
No.of rooms	Yes			
No.ofAdults	Yes			
Children	Yes			
Meal Plan	Yes			
Booking Information:-				
Booking Status	Yes			
Pax Nationality	Yes			
Agency Name	No			
Booking date/Voucher date	No			
Supplier Reference number	Yes			
Booking confirmation Number	No			
Guest Details:-				
	Wherever we are sending all pax, they must capture all pax			
Guest Name	Yes			
Guest Type	no			
Guest Email ID	Yes			
Agency Contact details:-				
Agency Name	Yes			
Agency Address	Yes			
Phone number	Yes			
Email id for Agency	Yes			
Important Notes:-				
Checkin instructions	Yes	wherever available, it must be displayed		
Notes:-				
Hotel Information(i.e. any other inclusions and additional charge other than room charge)	No			