

At-Home Exercises for the Accounts Payable Specialist - Seasonal Position

1. Tour Cost Invoice Exercise

The below example represents the kind of calculations that you would be making when paying a tour cost invoice (invoice from one of our hotel or restaurant suppliers). Please print out the page and show all of your work.

We had a group stay at Luxury Hotel USA on April 25, 2017. This group was comprised of 20 guests and 2 Backroads leaders. For this group we reserved and used 8 double rooms, 4 single rooms and one double room for the Backroads leaders. At the time we made our reservation, we paid a \$1,000.00 deposit to Luxury Hotel USA for this reservation. We pay according to the contract terms outlined below.

The invoice from Luxury Hotel USA shows that we are being billed as follows:

| | | |
|-------------|--|-------------------|
| Rooms: | 13 @ \$200 per room/night plus 10% tax | \$2,860.00 |
| Breakfast: | 22 @ \$10 per person plus 10% tax | \$ 242.00 |
| Dinner: | 22 @ \$50 per person plus 10% tax | <u>\$1,210.00</u> |
| Balance Due | | \$4,312.00 |

Contract Terms for Luxury Hotel USA

Room Rates Double Room Rate \$200.00 per room/night plus 10% tax
 Single Room Rate \$150.00 per room/night plus 10% tax
 Backroads will receive a complimentary leader room on each stay.

Meals Breakfast: \$10.00 per person plus 10% tax
 Dinner: \$50.00 per person plus 10% tax
 Backroads leaders will receive complimentary meals on each stay.

Deposit \$1,000.00 per reservation due at time of booking reservation. Deposit will be deducted from balance due on invoice.

A. How much should you authorize to pay?

B Write a brief note to the hotel explaining why we aren't paying the invoiced balance due.

2. Essence Paragraph Expressing Interest in Backroads

Write a paragraph telling us why working at Backroads appeals to you.

Please complete and email your exercises to staffing@backroads.com with the rest of your application documents (resume, cover letter and salary requirements).