Required Receipts

Meal/Restaurant receipts

- Name and location of restaurant
- Number of people served
- Date and total amount of expense

Airfare paid for with personal funds

- Proof of payment is required (ex. the flight booking confirmation page which shows all of the flight details, passenger name, class of seating, payment information, etc.)
- Travel itineraries are not receipts
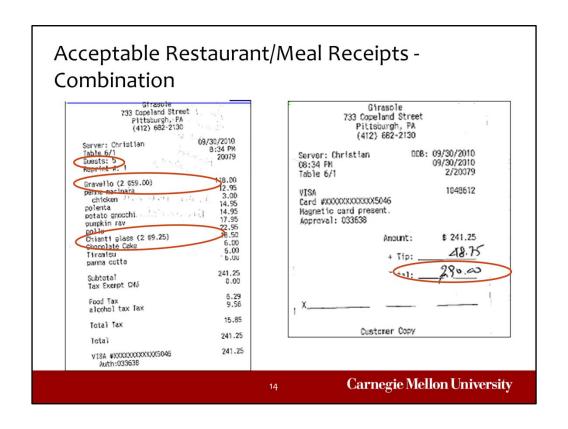
Business & Travel Expense Policy

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When preparing expenses related to meals and restaurants, the receipt should have the name and location of the restaurant, the number of people served, the date of the meal and the total amount of the expense. When processing airfare expenses that were paid for with personal funds, proof of payment is required. A credit card statement alone is not sufficient documentation. Rather, a flight booking confirmation page is more appropriate as it contains all of the flight details, the passenger name(s), and the payment information. It is important to note that travel itineraries are not considered to be receipts – although they do provide the approver with an understanding of the flight times and locations.

Required Documentation

What does a receipt contain to be considered an itemized receipt?

- Merchant Name
- Date of Purchase
- Reference to the method of payment
- Amount of the purchase
- Items purchased

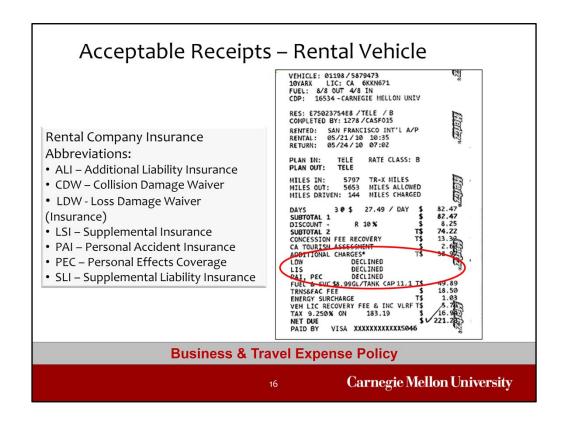**Business & Travel Expense Policy**

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You should use the following list as general guidelines for the type of information that should be provided on a receipt in order for the receipt to be considered adequate support for the expense. Information that should be available on the receipt includes: Merchant Name, the date of the purchase, a reference to the method of payment (whether it be cash/credit card/or check), the total amount of the purchase, and a detailed listing of items purchased.

Acceptable Restaurant/Meal Receipts - Combination

In terms of receipts, this is an example of an acceptable restaurant or meal receipt. Both receipts are required to be scanned and attached as just one of these receipts alone does not provide the information that is required. The name and location of the restaurant, as well as the date of the meal, appears on this receipt example. The detailed receipt shows the number of meals purchased and this receipt also happens to include the number of guests at the table. The details of the meal receipt also show whether or not alcohol was a part of the meal which is critical in allocating the charges appropriately. In this case, the alcohol purchased during the meal is listed in detail so that the alcohol expenses can be separated out of the meal expense and charged to the alcohol expense type. Finally, the receipt given for signature shows the total amount of the meal with tip included.

This lodging receipt provides the preparer with some good information. The dates of stay are listed so that we know that the lodging is for only one night. It confirms for the preparers the location of the hotel. And, nicely enough for us, this receipt breaks out the charge for the room, the and the charge for the alcohol from the honor bar. With that information, we can be sure to charge the alcohol to the appropriate expense type.
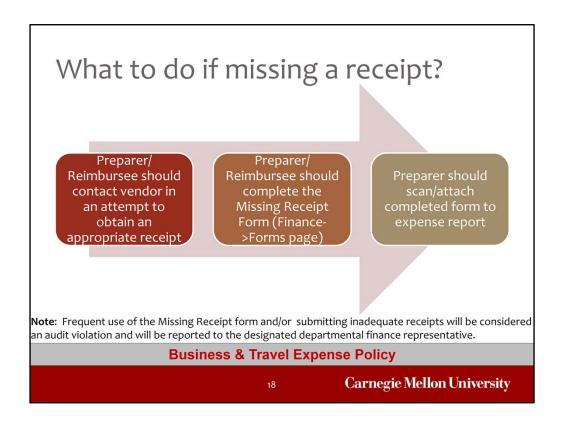
This is an example of an acceptable rental vehicle receipt. The detail on this receipt provides knowledge as to whether or not the individual purchased insurance through the rental agency. Listed here are abbreviations for different types of insurance coverage that are commonly used by rental vehicle agencies. You'll notice that on the receipt itself, there are several insurance codes – LDW, LIS, and PAI, PEC. These stand for Loss Damage Waiver, Supplemental Insurance, Personal Accident Insurance, and Personal Effects Coverage. The receipt shows that the traveler declined these insurance charges which is appropriate under the business and travel expense policy. It is important to look for these insurance abbreviations because depending on the situation, there are times when various types of insurance should or should not be purchased from a rental agency. For more information on insurance, you can contact the Risk Management Office.

The receipt in the upper left is an example of an acceptable receipt for ground transportation because it displays the required elements – including the name and location of the merchant, the date of the expense, and the total amount of the expense. If a tip was provided, the tip amount can be written onto the receipt for reimbursement.

In the lower right you can see a receipt that is clearly inadequate – there is no indication as to the name or location of the merchant, there is no date associated with the expense, and no detailed expense information to support what was purchased.

What to do if missing a receipt?

Preparer/Reimbursee should contact vendor in an attempt to obtain an appropriate receipt

Preparer/Reimbursee should complete the Missing Receipt Form (Finance->Forms page)

Preparer should scan/attach completed form to expense report

Note: Frequent use of the Missing Receipt form and/or submitting inadequate receipts will be considered an audit violation and will be reported to the designated departmental finance representative.

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If you find that you are missing a required or adequate receipt for an expense that is to be included on an expense report or a procurement card verification report, the individual who incurred the expense should attempt to obtain an appropriate receipt from the vendor. If the merchant cannot or will not comply with the request for a receipt, the person who incurred the expense or the preparer of the report, should complete a Missing Receipt Form. The Missing Receipt Form should be scanned and attached to the expense report or procurement card verification report.

Please note that the use of the Missing Receipt Form or submitting inadequate receipts for support on a frequent basis will be considered an audit violation.