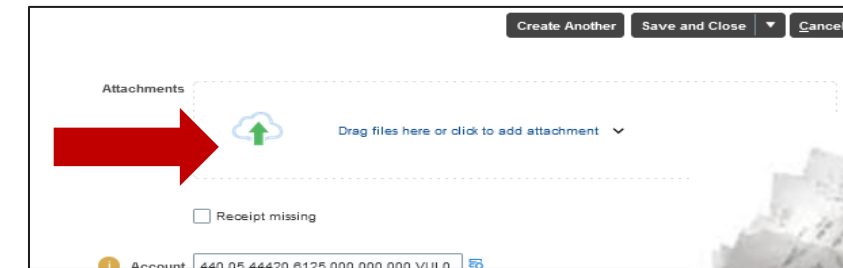


Supporting documentation & receipts

- ❑ **Attachments.** Does this expense need a receipt or other supporting documentation attached? Any expense \$75 or more requires supporting documentation and an itemized, detailed, receipt (*in English or with a translation included*).

University Policy

Original receipt documentation for all expenses **equal to or greater than \$75** is required and individuals are to exhaust all measures to obtain required receipts. Individuals are required to provide a justification if a receipt copy is not available. Additional supporting documents may be requested if the original receipt is not available.



Receipts must include:

- ✓ Merchant information
 - Business Name
 - Business Address
 - Phone number, Fax, Email, Website, etc.
- ✓ Payment Date
- ✓ Total amount paid
- ✓ Form/proof of payment
- ✓ Detailed itemizations of goods/services

Tips...

- ❖ Airfare must show it was booked through World Travel Service
- ❖ All pages of a receipt must be attached
- ❖ Is there an applicable invoice, bill, agenda, invitation, program, itinerary document you can provide as well?
- ❖ Was this paid with a personal check or cash? Additional information may be needed – check the policy.
- ❖ Business meal or entertainment – be sure to include a list of attendees and a clear and concise business reason to support the need for the meeting/event/meal.
- ❖ Alcohol and entertainment to sponsored projects is prohibited.

Receipt Documentation is defined as a printed acknowledgment issued by the supplier or service provider to substantiate the business transaction.