

Important Information About Receipts

Receipts must include the purchase date, name of company/place/restaurant, an **itemized** list of all items purchased, the total spent, and the method of payment. Cross out any items on the receipt that are not part of the reimbursement and do not include that amount in the total. Only include receipts that are part of the reimbursement request.

Make sure to include legible copies of your itemized receipts to ensure reimbursements flow smoothly. Without an itemized receipt, your reimbursement will not be processed.

Some businesses will not automatically give you an itemized receipt, but will only give you a credit slip showing the total amount paid. It is your responsibility to ask for an itemized receipt in addition to a credit slip. Make sure the itemized receipt is clear and legible -- if we can not read the information your reimbursement will not be processed.

It's good practice to take a picture of your receipt immediately after purchase - receipts are easy to lose!