

# RECEIPT REQUIREMENTS

Effective 2/14/13

Acceptable receipts must contain the following: transaction date, name of merchant, item purchased or service provided, amount, form of payment and indication that the amount was paid by the person requesting reimbursement.

When Personal Card or Cash is used, each separate expense and receipt needs to be listed individually on the expense report with the merchant name, date and receipt attached. No bundling or totaling of separate expenses into one lump sum for the day/trip, etc.

Note: If a check was used as the form of payment, a copy of the cancelled check (meaning proof that the check was cashed) will be required.

Expense Type	Account	Visa Corp Card	Personal Card	Cash
Airfare - Domestic	56101	Itinerary w/amount showing agencies used		
Airfare - International	56102	Itinerary w/amount showing agencies used		
Auto Rental	56103	Rental Agreement w/amount		
Lodging	56115	Itemized Hotel Folio (does not need to show \$0 balance if amount matches amount charged to Corporate Card)	Itemized Hotel Folio w/\$0 balance; or copy of personal credit card statement and hotel folio (with matching amounts)	Itemized Hotel Folio w/\$0 balance, must show that cash was tendered
Gas for Rental Car	56104	If less than \$75: no receipt If \$75 or greater: receipt	If less than \$25, no receipt If \$25 or greater, itemized receipt	
Mileage on Personal Auto	56105	Under \$25 roundtrips or Emory to/from Oxford, no Mapquest. Over \$25 roundtrip, Mapquest.		
Taxi/Parking/Shuttle	56106	If less than \$75: no receipt If \$75 or greater: receipt	If less than \$25, no receipt If \$25 or greater, receipt needed	
Meal - Individual	56120	If less than \$75: no receipt If \$75 or greater: itemized receipt	Under \$25: Summary Receipt. \$25 and greater, summary and itemized receipt.	
Meal - Intl Per Diem	56500	Print out one effective State Department rate per location for applicable dates of travel: <a href="http://aoprals.state.gov/web920/per_diem.asp">http://aoprals.state.gov/web920/per_diem.asp</a>		
Meal - Business/Group	56505	If less than \$75: no receipt. If \$75 or greater: itemized receipt. (Attendee names if 10 or less or # of attendees if over 10)	Under \$25: Summary Receipt. \$25 and greater, summary and itemized receipt.  (Attendee names if 10 or less or # of attendees if over 10)	

Meal - Alcohol	56122	If less than \$75: no receipt If \$75 or greater: receipt	Under \$25: Summary Receipt. \$25 and greater, summary and itemized receipt.
Alcohol	56510	If less than \$75: no receipt If \$75 or greater: receipt	Under \$25: Summary Receipt. \$25 and greater, summary and itemized receipt.
Catering/Box Lunch	56515	If less than \$75: no receipt If \$75 or greater: receipt	Under \$25: Summary Receipt. \$25 and greater, summary and itemized receipt.
Travel - Other	82450	If less than \$75: no receipt If \$75 or greater: receipt	Itemized receipt for all amounts.  Miscellaneous cash tips (e.g. bellman, porter, valet) should be recorded under this category. The merchant name should be "cash tips" and the "no-receipt" box should be checked.
Books, Periodicals & Subs	55700	If less than \$75: no receipt If \$75 or greater: receipt	Itemized receipt for all amounts
Prof Membership Dues	58210	If less than \$75: no receipt If \$75 or greater: receipt	Itemized receipt for all amounts
Registration Fees	58212	If less than \$75: no receipt If \$75 or greater: receipt	Itemized receipt for all amounts
Office Supplies	53200	If less than \$75: no receipt If \$75 or greater: receipt	Itemized receipt for all amounts
Computer Expense	53210	If less than \$75: no receipt If \$75 or greater: receipt	Itemized receipt for all amounts
Lab/Technical Supplies	53300	If less than \$75: no receipt If \$75 or greater: receipt	Itemized receipt for all amounts
Other Supplies	53600	If less than \$75: no receipt If \$75 or greater: receipt	Itemized receipt for all amounts

Printing Expense	62460	If less than \$75: no receipt If \$75 or greater: receipt	Itemized receipt for all amounts
Entertainment	56500	If less than \$75: no receipt If \$75 or greater: receipt	Itemized receipt for all amounts
Non-Travel Other	56121	If less than \$75: no receipt If \$75 or greater: receipt	Itemized receipt for all amounts.  Miscellaneous cash tips (e.g. valet) should be recorded under this category. The merchant name should be "cash tips" and the "no-receipt" box should be checked.