

ELECTRONIC RECEIPTS AS DOCUMENTATION FOR REIMBURSEMENT

Supporting documentation for on line booking or purchases must be a receipt and not a confirmation or reservation. Detailed below are the minimum requirements for an electronic receipt to be acceptable as proof of purchase:

E-TICKETS:

- Passenger name
- Issue date
- Ticket number or other**proof of payment
- Total payment
- Itinerary or routing
- Payment Type

** A ticket number on the receipt indicates that a ticket has been purchased.

Note: Class of service is not required may be necessary in the case where a ticket is very expensive for the corresponding itinerary. First class is not an allowable expense.

HOTELS

- Name and address of hotel
- Guest name
- Number of guests
- Check in and out dates
- Number of rooms
- Number of nights
- Price per night
- Total Payment
- Proof of payment (credit card statement, receipt or cancelled check)
- Date purchased

REGISTRATIONS:

- Name of attendee
- Name of conference
- Amount paid
- Dates
- Proof of payment (credit card statement, receipt or cancelled check)

OTHER MISCELLANEOUS NON-TRAVEL PURCHASES:

- Name and address of vendor
- Date purchased
- Itemization
- Amount paid
- Proof of payment (credit card statement, receipt or cancelled check)

Note: Credit card statements or record of charge slips accompanying the monthly billing statement are not acceptable in lieu of receipt.