The University of Connecticut Department of Student Activities Trustee Student Organization Support Itemized Expense Receipt Guidelines

Reimbursement should be minimized and thus, only done when both the purchase is necessary and all other methods of direct payment have been exhausted. The following outline is intended to provide general guidance for receipts submitted for individual reimbursement. Vendor receipts should include an itemized listing of purchases made, not just the amount paid. Vendor receipts should include business name, address, itemized listing of purchases made, total charges and amount paid. The following are not acceptable: customer copy of credit card receipt listing only total amount, illegible copies, and copies where information is cut off by the copier. Please submit ensure you have original receipts in hand and legible electronic versions are submitted. Once paid, receipts should be noted as such with a date and total reimbursement amount (if multiple receipts paid at once). then submitted to the organization for retention per financial record retention policies.

Examples provided include, restaurant, store, taxi, parking, train, hotel, and air fare. You should use these as a guideline and apply the principles to various types of transactions.

- Restaurant receipts should include: (see Example 1)
 - Name of restaurant
 - Date
 - Number of guests
 - Itemized listing of food/beverages and price of each
 - Total charges
 - Amount paid
 - Not acceptable:
 - Customer copy of credit card receipt listing only amount
 - Copies not legible or information cut off by copier
 - Purchase of alcoholic beverages
- Store receipts should include: (see Examples 2 & 3)
 - Name of store
 - Date
 - Itemized listing of purchases and price of each
 - Total charges
 - Amount paid
 - *Not acceptable:*
 - Customer copy of credit card receipt listing only amount
 - Copies not legible or information cut off by copier
 - Personal purchases can not be reimbursed
 - Purchase of alcoholic beverages
- Taxi receipts should include: (see Example 4)
 - Name of taxi company/driver
 - Date
 - Destination from/to
 - Amount including tip if applicable
 - Not acceptable:
 - Blank receipts

Parking receipts should include: (see Example 5)

- Name of company
- Date and time in
- Date and time out
- Total charges
- Amount paid
- *Not acceptable:*
 - Blank receipts

• Train receipts should include: (see Example 6)

- Name of railroad
- Date
- Number of tickets purchased
- Total charges
- Amount paid

• Hotel receipts should include: (see Example 7)

- Name of hotel and address
- Check in date
- Check out date
- Number of guests/rooms
- Room rate/taxes/fees per night's stay
- Total charges
- Amount paid
- Not acceptable:
 - Customer copy of credit card receipt listing only amount
 - Copies not legible or information cut off by copier

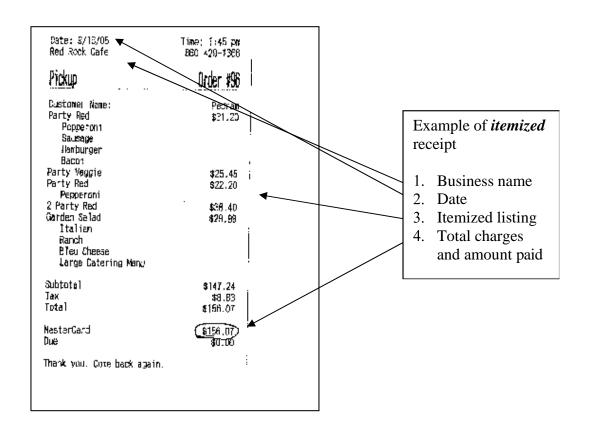
• Hotel/Airfare itinerary receipts should include: (see Examples 8 & 8a)

- Name of business and address
- Dates of travel
- Number of guests/rooms
- Room rate/taxes/fees per night's stay
- Names of all traveling if in group
- Total charges
- Amount paid
- Not acceptable:
 - Customer copy of credit card receipt listing only amount
 - Copies not legible or information cut off by copier

• Car rental receipts should include: (see Example 9)

- Name of business and address; contact information
- Dates of rental
- Type of vehicle rented
- Rates/taxes/service fees per vehicle
- Total charges
- Amount paid
- Not acceptable:
 - Customer copy of credit card receipt listing only amount
 - Copies not legible or information cut off by copier

Example 1 - Restaurant Receipt





Example of acceptable store receipt.

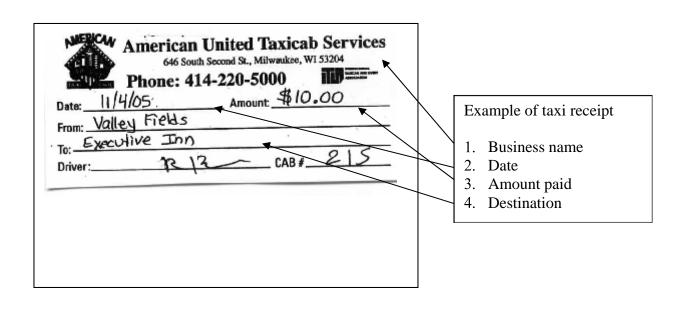
- 1. Shows detail of items purchased
- 2. Total charges and amount paid

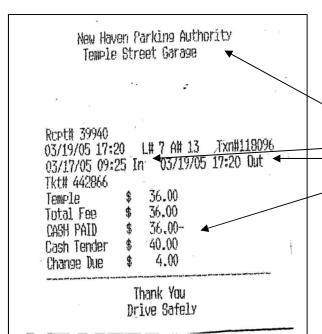
Example 3 - Store Receipt - Cash Payment



Example of *itemized* receipt showing payment by cash

Example 4 - Taxi Receipt





Example 5 - Parking Receipt

Example of Parking Receipt

- 1. Business Name
- 2. Date and time in
- 3. Date and time out
- 4. Total charges and amount paid

Metro-North Railroad Station # 252 Sold Tickets RT Adults Pk/OP #32.50 \$32.50 Passent: Cyad1t*2283 **\$32.5**0 Thank You for Ridins Metro North ! **602** - 135745 05/26/05 09:02 MVM RECEIPT MIA NYC TRANSIT 47-50 ST ROCKEFELLER CTR NEW YORK CITY MY -(VM #: 0092(N500 0402) Thurs 26 May 05 12:38 Trans: Sale OK Payment Hode: Cash

Example 6 - Train Receipts

Example of train receipts

- 1. Dates of travel
- 2. Number of tickets purchased
- 3. Total charges and amount paid

imount:

2.00

Card Value: Change Due:

Type: 087 SingleRide

Questions? Call (212) METROCARD

Example 7 - Hotel Receipt

REG#.

DAYS INN - NORTH 1600 ROBIN HOOD RD RICHMOND, VIRGINIA 23220 (804)353-1287 FAX (804)355-2659

FOLIO. 96577 ROOM. 112 ARRIVE 89/22/84 DEPART 89/23/84 TODAY 89/23/84 #GUESTS 1

Loyalty Member #: TIME CHECKED IN..12:84:11 RATE..49.99 TIME CHECKED OUT..06:32:31

# MDOS	SH DATE CD DESCRIPTION	AMOUNT BALANCE
12	A 89/22/84 P DISCOVER	56.49 -56.49
12	C 89/22/84 E ROOM RENT	49.99 4.58
12	C 99/22/94 F STATE TAX	2.50 -4.90
12	C 09/22/04 F LODGING TAX	4,89 8.98
12	C 09/22/04 I SAFE INS	1.00 1.00
12	C 89/22/84 F STATE TAX	0.05 1.05
12	A 09/23/04 I SAFE	-1.00 9.05
12	A 09/23/04 I TAX	-9.95 9.99

	*****	******* TOTAL DUE 9.69
	OM RENT 49.99 ROOM TA	X 6.55 SAFE INS8.05
DI	5COVER 56.49 ¥	

Please contact the manager about any issue with your stay. Days Inn Worldwide or affiliates may contact you about goods and services unless you call 877-212-2733 or write to Box 27970, Minneapolis, MN 55427-0970 to opt out. View our Days Inn website about privacy.

Signature X

Example of hotel receipt.

- 1. Name of business and address
- 2. Number of guests in room
- 3. Dates of travel
- 4. Room rate and taxes per each night's stay
- 5. Total charges and amount paid

Example 8 - Travel Itinerary Receipt

This is example of an itinerary submitted for reimbursement for complete travel including airfare and hotel. The itinerary is submitted when E-tickets are used for travel.

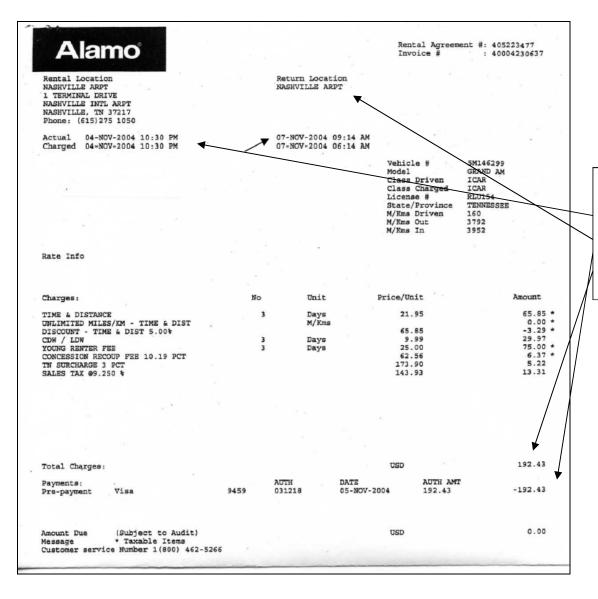
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Traveling, Inc.									
		Norwalk, CT 06851 203-8.							
		Fax 203-852-9322			www.traveling-inc.com				
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1	FOR:								
1					ORIGINAL INVOICE				
3	20 DEC 1	4 - MONDAY AMERICA WEST	FLT:11	ECONONY	FOOD FOR PURCHASE				
-		LV NEW YORK JFK DEPART: TERMINAL		788A	EGP: AIRBUS A319				
3		AR PHOENIX		1945A	Ø5HR 4ØMIN NON-STOP				
		ARRIVE: TERMINAL	4 SEAT-14A		REF: VC44BT				
	HOTEL	PHOENIX	SEAT-14C	OUT-22DEC					
	,	DAYS INN DAYS INN TEMPE ASI		2 NIGHTS 1 ROOM					
		1221 E APACHE BLVI		RATE-53.10USD					
		TEMPE AZ 85281 FONE 486-968-7793		CANCEL BY Ø4F	DAY OF ARRIVAL				
		FAX 480-966-4450 GUARANTEED LATE A	RR IVAL						
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			CONTINUED	ON PAGE 2					
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Example 8a - Continuation of Itinerary Receipt

This is continuation of itinerary showing amount due and credit card payment made.

Travelin	203-852-8100	
Fax 203-852	-4322	www.travellng-inc.com
SALES PERSON: MR CUSTOMER NER: 123456789	ITINERARY/INVOICE NO.	DATE: Ø1 NOV Ø PAGE: Ø2
то:		
		Thank You!
FOR:		
		ORIGINAL INVOICE
AIR TICKET		OTIGICAL INTOICE
ELEC TKT	BILLED TO	330.70
AIR TICKET ELEC TKT	BILLED TO	330.70
	SUB TOTAL	741.40
	NET CC BILLING	741.49
	TOTAL AMOUNT DUE	9.68
TICKETS ARE NON REFU THE HOTEL IS GUARANT CAN PAY THEM DIRECTL THE DAYS INN MAS AN	SY PHONE IN THE BAGGAGE CLAIM ARE	,

Example 9 - Car Rental Receipt



Example of car rental receipt

- 1. Dates of Rental
- 2. Rental location
- 3. Total charges and amount paid