

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

Date: 5/13/05
 Red Rock Cafe
 Pickup
 Order #96
 Time: 1:45 pm
 BBO 429-1368
 Customer Name: Peckan
 Party Red \$21.20
 Pepperoni
 Sausage
 Hamburger
 Bacon
 Party Veggie \$25.45
 Party Red \$22.20
 Pepperoni
 2 Party Red \$38.40
 Garden Salad \$29.88
 Italian
 Ranch
 ETeu Cheese
 Large Catering Menu
 Subtotal \$147.24
 Tax \$8.83
 Total \$156.07
 MasterCard \$156.07
 Due \$0.00
 Thank you. Come back again.

Example of *itemized* receipt

1. Business name
2. Date
3. Itemized listing
4. Total charges and amount paid

Example 2 - Store Receipt - Credit Card Payment

WAL★MART
ALWAYS LOW PRICES.
Always.


WE SELL FOR LESS
MANAGER ROGER NOLL
(860) 456 - 4399

ST# 2022 OP# 00003641 TE# 15 TR# 05868
COKE 004900000663 F 1.20 X
CT DEPOSIT 007874235359 F 0.05 0
SPRITE 004900000551 F 1.20 X
CT DEPOSIT 007874235359 F 0.05 0
NESTEA 008390000037 F 1.20 N
VF8FLDDINNER 004200035544 1.88 X
CANDY 001420008453 F 1.77 X
CANDY 001420008453 F 1.77 X
GV 4OCTPLATE 068113172769 0.94 X
SUBTOTAL 10.06
TAX 1 6.000 % 0.53
TOTAL 10.59
VISA TEND 10.59

ACCOUNT [REDACTED]
APPROVAL #274517
TRANS ID -0084241845508527
VALIDATION -9CCW
PAYMENT SERVICE - E
CHANGE DUE 0.00

ITEMS SOLD 9

TC# 3778 9043 8278 4582 2899



Get the Wal-Mart Credit Card.
Call 1-877-969-3668 to apply.
04 08/28/04 19:29:17

CUSTOMER COPY

Example of acceptable store receipt.

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

Example 3 - Store Receipt - Cash Payment

STAPLES
that was easy.
Low prices. Every item. Every day.
110% Price-Match. Guaranteed.
35 Talcottville Road
Vernon, CT 06066
(860) 870-4032

SALE 000572 1 006 45511
0109 01/12/05 11:16

QTY	SKU	OUR PRICE
1	125 CARD PETITE FI 071912670605	5.19
1	A-Z INDEX 11X8.5 R 072782113230	3.59
SUBTOTAL		8.78
Standard Tax 6.00%		0.53
TOTAL		\$9.31
Cash		20.00
Cash Change		10.69

TOTAL ITEMS 2

Compare and Save
with Staples-brand products.

THANK YOU FOR SHOPPING AT STAPLES !



0 1 0 9 0 1 1 2 0 5 4 5 5 1 1 0 6

Example of *itemized* receipt
showing payment by cash

Example 4 - Taxi Receipt

AMERICAN
CITIZEN

American United Taxicab Services
646 South Second St., Milwaukee, WI 53204
Phone: 414-220-5000

Date: 11/4/05 Amount: \$10.00

From: Valley Fields

To: Executive Inn

Driver: R 13 CAB# 215

- Example of taxi receipt
1. Business name
 2. Date
 3. Amount paid
 4. Destination

New Haven Parking Authority
 Temple Street Garage

Rcpt# 39940
 03/19/05 17:20 L# 7 A# 13 Txn#118096
 03/17/05 09:25 In 03/19/05 17:20 Out
 Tkt# 442866

Temple	\$	36.00
Total Fee	\$	36.00
CASH PAID	\$	36.00-
Cash Tender	\$	40.00
Change Due	\$	4.00

 Thank You
 Drive Safely

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 NEW HVN

Sold Tickets	Amount
RT Adult Pk/OP	\$32.50
<hr/>	
Total Amount	\$32.50
<hr/>	
Payment: Credit#2283	\$32.50

Thank You for Riding
 Metro North!

TSM ID # 602
 Transaction # - 135745
 Date / Time 05/26/05 09:02

MVM RECEIPT

MTA NYC TRANSIT
 47-50 ST ROCKEFELLER CTR
 NEW YORK CITY NY

MVM #: 0092(N500 0402)

Thurs 26 May 05 12:38

Trans: Sale OK
 Payment Mode: Cash
 Amount: \$ 2.00

Card Value: \$ 2.00
 Change Due: \$ 0.00

Type: 087
 SingleRide

Questions?
 Call (212) METROCARD

Example 6 - Train Receipts

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

Example 7 - Hotel Receipt

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

FOLIO. 96577 ROOM. 112 REGH.
 ARRIVE 09/22/04
 DEPART 09/23/04
 TODAY 09/23/04
 #GUESTS 1
 RATE..49.99
 TIME CHECKED OUT..06:32:31

Loyalty Member #:
 TIME CHECKED IN..12:04:11

- 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

ROOM #	SH	DATE	CD	DESCRIPTION	AMOUNT	BALANCE
112	A	09/22/04	P	DISCOVER	56.49	-56.49
112	C	09/22/04	E	ROOM RENT	49.99	-6.50
112	C	09/22/04	F	STATE TAX	2.50	-4.00
112	C	09/22/04	F	LODGING TAX	4.00	0.00
112	C	09/22/04	I	SAFE INS	1.00	1.00
112	C	09/22/04	F	STATE TAX	0.05	1.05
112	A	09/23/04	I	SAFE	-1.00	0.05
112	A	09/23/04	I	TAX	-0.05	0.00

***** TOTAL DUE..... 0.00

ROOM RENT.. 49.99 ROOM TAX... 6.55 SAFE INS... -0.05
 DISCOVER... 56.49

Signature X _____

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.

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.

Traveling, Inc.
 Norwalk, CT 06851 203-852-8100
 Fax 203-852-9322
 www.traveling-inc.com

SALES PERSON: MR ITINERARY/INVOICE NO. DATE: 01 NOV 0
 CUSTOMER NBR: 1234567890 PAGE: 01

TO:

Thank You!

FOR:

ORIGINAL INVOICE

20 DEC 04 - MONDAY
 AIR AMERICA WEST FLT:11 ECONOMY FOOD FOR PURCHASE
 LV NEW YORK JFK 700A EQP: AIRBUS A319
 DEPART: TERMINAL 7 05HR 40MIN
 AR PHOENIX 1040A NON-STOP
 ARRIVE: TERMINAL 4 REF: VC44BT
 SEAT-14A
 SEAT-14C

HOTEL PHOENIX
 DAYS INN
 DAYS INN TEMPE ASU
 1221 E APACHE BLVD
 TEMPE AZ 85281
 FONE 480-968-7793
 FAX 480-966-4450
 GUARANTEED LATE ARRIVAL
 CONFIRMATION

OUT-22DEC
 2 NIGHTS
 1 ROOM
 RATE-53.10USD PER NIGHT
 CANCEL BY 04P DAY OF ARRIVAL

22 DEC 04 - WEDNESDAY
 AIR AMERICA WEST FLT:14 ECONOMY FOOD FOR PURCHASE
 LV PHOENIX 1256P EQP: AIRBUS A319
 DEPART: TERMINAL 4 04HR 33MIN
 AR NEW YORK JFK 729P NON-STOP
 ARRIVE: TERMINAL 7 REF: VC44BT
 SEAT-21D
 SEAT-21F

02 NOV 04 - TUESDAY
 OTHER NORWALK
 TRANSACTION FEE
 VOUCHER
 BILLED TO 40.00

OTHER NORWALK
 TRANSACTION FEE
 VOUCHER
 BILLED TO 40.00

CONTINUED ON PAGE 2

Example 8a - Continuation of Itinerary Receipt

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

Traveling, Inc.
 Norwalk, CT 06851 203-852-8100
 Fax 203-852-9322
 www.traveling-inc.com

SALES PERSON: MR ITINERARY/INVOICE NO. DATE: 01 NOV 0
 CUSTOMER NBR: 1234567890 PAGE: 02

TO: *Thank You!*

FOR: ORIGINAL INVOICE

AIR TICKET	BILLED TO	330.70
ELEC TKT	!	
AIR TICKET	BILLED TO	330.70
ELEC TKT		
	SUB TOTAL	741.40
	NET CC BILLING	741.40
	TOTAL AMOUNT DUE	0.00

...FAA REGULATIONS REQUIRE 1 1/2 HR CKIN AND A VALID PHOTO ID.
 ...TICKETS ARE NON REFUNDABLE AND SUBJECT TO CHANGE FEES
 ...THE HOTEL IS GUARANTEED ON THE CREDIT CARD AND YOU
 ...CAN PAY THEM DIRECTLY UPON ARRIVAL AND CHECKOUT
 ...THE DAYS INN HAS AN AIRPORT SHUTTLE
 ...LOOK FOR THE COURTESY PHONE IN THE BAGGAGE CLAIM AREA
 ...UPON ARRIVAL
 ...THESE ARE E TKTS
 ...YOUR AMERICA WEST E TKT NUMBERS ARE

Example 9 - Car Rental Receipt

Alamo

Rental Agreement #: 405223477
 Invoice #: 40004230637

Rental Location
 NASHVILLE ARPT
 1 TERMINAL DRIVE
 NASHVILLE INTL ARPT
 NASHVILLE, TN 37217
 Phone: (615)275 1050

Return Location
 NASHVILLE ARPT

Actual 04-NOV-2004 10:30 PM
 Charged 04-NOV-2004 10:30 PM

07-NOV-2004 09:14 AM
 07-NOV-2004 06:14 AM

Vehicle # 5M146299
 Model GRAND AM
 Class Driven ICAR
 Class Charged ICAR
 License # RL0154
 State/Province TENNESSEE
 M/Kms Driven 160
 M/Kms Out 3792
 M/Kms In 3952

Rate Info

Charges:	No	Unit	Price/Unit	Amount
TIME & DISTANCE	3	Days	21.95	65.85 *
UNLIMITED MILES/KM - TIME & DIST		M/Kms		0.00 *
DISCOUNT - TIME & DIST 5.00%			65.85	-3.29 *
CDW / LDW	3	Days	9.99	29.97
YOUNG RENTER FEE	3	Days	25.00	75.00 *
CONCESSION RECOUP FEE 10.19 PCT			62.56	6.37 *
TN SURCHARGE 3 PCT			173.90	5.22
SALES TAX @9.250 %			143.93	13.31
Total Charges:			USD	192.43
Payments:				
Pre-payment Visa	9459	AUTH 031218	DATE 05-NOV-2004	AUTH AMT 192.43
				-192.43
Amount Due			USD	0.00

Message * Taxable Items
 Customer service Number 1(800) 462-5266

Example of car rental receipt

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