## **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!

## Credit Slip 💥 Itemized Receipt 🗸 Lists each item and how much it cost Only shows the total amount spent Shows the date, method of payment, total MUST be accompanied by an itemized spent, and the name of the company/business receipt of the purchase -- or your Cross out any items not included in the request will be rejected! reimbursement request (ie: alcohol) Jan. 15'16 (Fri) 18:32 Walmart > 8000 Server: ALYSSA T Rec: 17 02/27/15 12:54, Sulped T: 31 Term: 2 WFY SIDE 1 KVS Order 55 Save money. Live better. OTY ITH I Cov strails Dan Heat I H Sorite I Cov Butteral & Con I 3 Hozzarella Strois I No Sauce CARRAPRA'S ITALIAN GRILL 693 University Parlomy 5-m., UT 84097 (801)765-1222 HERCHANT #: ACCOUNT NUMBER 200000000000005537 CARD TYPE Subtotal HASTER CARD 07/21/15 11:22:19 DO TRANSACTION APPROVED ANTHORIZATION #: 030798 Reference: 0227010000008 TRANS TYPE: Credit Card SALE B 46 Take-Out Total # ITEMS SOLD 1 Cash Tendered ington E-Cycles: Free Recycling CHECK: 124.24 For Computers, Monitors, and TV's 20 00 W.acycleweshington org 1-800-RECYCLE TIP: Apply at www.mcstate.com/20509 144 24 Low Prices You Can Trust, Every Bar. 07/21/15 11:22:21 TOTAL: Accepted by the university as proof of purchase for reimbursement requests \*\*\*Duplicate Copy\*\*\* CARDHOLDER WILL PAY CARD ISSUER ABOVE AMOUNT PURSUANT TO CARDHOLDER AGREEMENT