KEEP YOUR RECEIPTS/INVOICES/QUOTES

Evaluate EACH line item using this checklist*

The Three Must Haves on Documentation:
1. Itemized list of purchases
2. Final amount total (including tip)
3. Adequate proof of payment (types listed below)
   a. Clearly shows debit card was charged
   b. Clearly credit card was charged
   c. Clearly states paid with cash
   d. Clearly states paid with check
   e. Clearly shows the purchased items were shipped

Missing proof of payment?

NO

Is the Receipt Total Over $1000?

NO
You're done!

YES
Need to Add:
If paid with credit/debit
- Credit Card Statement that includes:
  o Payee's name
  o Relevant charge
If paid with cash
- Bank Statement that includes:
  o Payee's name
  o Cash withdrawal
If paid with check
- Front and back of the canceled/cashed check (can be printed from payee's bank website)

Changes of note from last year's policies:
- We now require itemized receipts from ALL vendors. Non-itemized receipts will not be accepted.
- There is no distinction between in-store and out-of-store receipts. We just need to see an itemized list of purchases, the final amount total, and adequate proof of payment.

*Exceptions
- Direction itineraries (with date traveled) will suffice as adequate documentation for gas reimbursements only