



## Receipt Requirements

Actual, scanned, or photographed pictures of receipts are required for all travel expenses documented as a reimbursable expense. Individual expenses (except for air, lodging, and vehicle rental) less than \$75 are reimbursable without a receipt in the event the receipt is lost, misplaced, or inadvertently not obtained. (R05.02.060.A.(15)(j))

1. Receipts are required for all expenses except “Per Diem Offset Meal” and “Personal/Non Reimbursable,” even when the expense is paid on the agency or travel card.
2. A receipt is defined as an itemized record (paper or digital) issued by the vendor on which the purchased goods or services are listed with the total amount paid and the prices for each.
3. While a charge on the travel card will provide information such as vendor name (in most cases) and total amount paid, receipts provide an itemization and description of the good/service purchased from the vendor by which the business need for the expense is validated. Generally, the itemization and description do not come through with the card charge.
4. Except for air, lodging, and vehicle rental, individual expenses less than \$75 are reimbursable without a receipt in the event the receipt was lost, misplaced, or inadvertently not obtained.  
Concur’s reporting capabilities allow for monitoring of expenses without receipts. The Systems Office or campus travel administration will report abuse to the employee’s supervisor.
5. Original purchase receipts and a printout of “My Wallet” activity related to the purchase are required for all tickets purchased with an Alaska Air “My Wallet” credit.  
Please note, purchasing airfare directly from vendors who provide UA a discount is strongly discouraged and may require a business justification or result in reduced reimbursement.
6. Receipts for “Actual Meal” expenses require itemization and cannot include alcohol purchases.
7. Duplicate receipts are obtainable from many national vendors. The traveler is responsible for obtaining and submitting the required receipts. (R05.02.060.A.(3)(a)(7))
8. Rental agreements for vehicles generally only provide the estimated costs and confirmation of a deposit. They are not sufficient receipts for a rental vehicle expense.
9. Credit card or bank statements showing support for out-of-pocket payment of an expense are not receipts, but they are accepted as backup to support direct reimbursement requests for unreceipted expenses. The traveler should carefully redact all personal financial information prior to uploading.
10. The Travel Administrator may make exceptions for receipt requirements in cases where the traveler is truly unable to obtain a receipt. This is determined by the approving campus on a case-by-case basis.
11. Foreign receipts require explanation by type of expense in English. Currency exchange rates are calculated by Concur.