The Finance Flash: RECEIPTS
Receipts are required for all expense reimbursements.

*If an expense reimbursement is submitted to Finance without an itemized receipt showing proof of payment, the reimbursement will be returned to you for revision.*
Receipts must show proof of payment (i.e. marked “paid in full”, shows $0 due balance, lists last 4 digits of credit card, etc.)

- Check copies, applications, order forms, packing slips, lodging reservations and unconfirmed airfare itineraries **do not** qualify as proof of payment.

- Credit card or bank statements may be submitted, with proof of item price, only if the supplier has been contacted and is unable to provide an itemized receipt.
Example – Proof of Payment
Receipts for all expenses over $25 must be itemized, excluding meals. Meals of any amount require an itemized receipt.

- Itemized receipts list the items purchased and the price per item.
Hospitality meal receipts must show the items ordered and the price per item.

- It is the employee’s responsibility to request an itemized receipt.
- Most restaurants can reprint and email or fax itemized receipts.
- If you contact a restaurant and they will not provide you an itemized receipt, you can submit a menu with a list of the items ordered adding up to the total on the non-itemized receipt.
Lodging receipts must include a detail of the nightly rate, taxes, fees and any other charges to the room.

- If lodging is booked through an online travel site, such as Expedia, the receipt must show proof of payment, list the nightly rate, type of room and the dates reserved.
Meals referenced in this presentation are for Hospitality meals because all travel meals should be requested at the GSA per diem rate. Per diem rates will be addressed in other presentations.

Resources:
- FOD Admin Center Expense Reimbursement Policy

Contact fmfinanc@umn.edu with questions.