What is an Itemized Receipt?

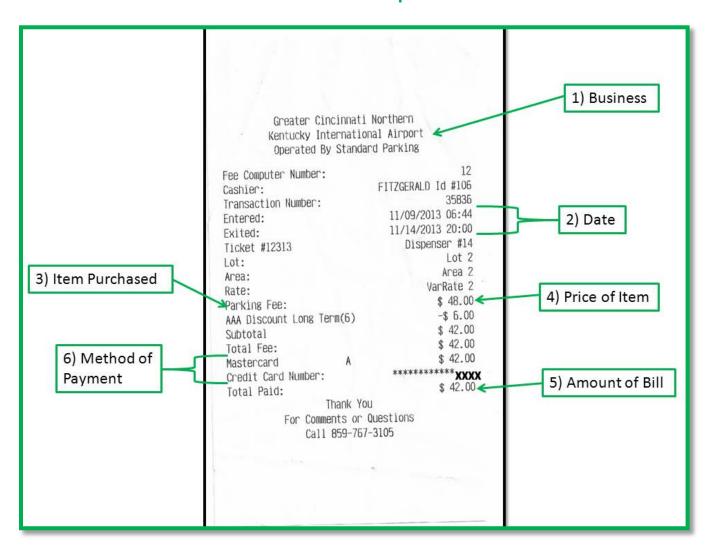
An itemized receipt has ALL of the following pieces of information on it:

- 1) Business Name
- 2) Date
- 3) Item(s) Purchased
- 4) Price of Each Item
- 5) Total Amount of Bill
- 6) Method of Payment

Notes about needing more than one piece of information to make up an itemized receipt:

- For meals, oftentimes you will need two (2) receipts to show all of the necessary information. One receipt will show what was purchased, and the second receipt will show how you paid. Without both of these, you WILL NOT be able to be reimbursed. If the meal expenses are accumulated during travel, we are able to "claim per diems" for your meal expenses instead of submitting itemized receipts. (Keep in mind, you cannot claim per diems and submit meal receipts.) Any meal expenses while accumulated in town MUST have the itemized receipts; we cannot "claim per diems" for in town expenses.
- Sometimes you are only given a receipt that shows the items purchased. This would most likely show the business name, date, item(s) purchased, price of each item, and the total amount of the bill. If you paid via credit card, a print out of your bank statement that matches the amount on the invoice will serve to show this necessary piece of information. Other times, you will be given a small receipt directly from the business showing that your credit card was charged. Just like the meal receipts, you will need both items in order to be reimbursed.

Good Receipt



Bad Receipts

