What evidence do you need to submit with your Expense Report?

You must submit itemized receipts for all of your purchases.

Please tape them neatly to 8½ x 11 sheet(s) of paper.

If for some reason you don’t have your itemized receipts, please consult a staff member.

An itemized receipt must contain:

- Vendor name
- Date of purchase
- Item(s) purchased
- Price of each item
- Your description

Note: If it was a meal for multiple people, include names, affiliations, and the business purpose of the meal in this description.

This is a credit card receipt only. Not itemized → not acceptable evidence on its own.

Bank or credit card statements alone are not acceptable documentation.
Some other, unique pieces of evidence...

Personal vehicle use
If you are requesting reimbursement of mileage on your personal vehicle, submit ONE page from Google/Yahoo Maps or MapQuest showing start and end points of your trip and mileage. The reimbursement rate covers cost of fuel and maintenance – DO NOT submit fuel receipts.

Rental vehicle use
Be sure to submit a FINAL receipt for your rental that shows actual final charges. This is different from an estimate or receipt of deposit that you receive when you reserve or pick up the car.

You may submit receipts for fuel for a rental, but you cannot receive mileage reimbursement for it.

Foreign currency
In addition to the itemized receipt in a foreign currency, submit a page from the Oanda currency converter as evidence of the exchange rate. http://www.oanda.com/currency/converter/

Enter 1 to output exchange rate, or enter amount on receipt
Choose date on receipt

Print and submit!