

Itemized receipts

The following information is required on the receipt. If information is missing, the Controller's Office may request additional information. Some examples may be but not limited to the following:

The name & address of the seller or supplier.

The date of the transaction.

The receipt should be itemized:

- Full description of the goods or services]
 - name of the card holder used for payment [this should match the name on the reimbursement request]
- -type of payment/card [VISA, MasterCard, Amex, Discover]
- -last four digits of the card number
- -balance due should show that the expense has been paid in full
 - Information must be in English or the department must provide a translation along with the receipt.
 - Information must be in English or the department must provide a translation along with the receipt plus the currency conversion amount.

Other documentation may be requested by the Travel Auditor as a result of her review of the request for reimbursement.