

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

Greater Cincinnati Northern
Kentucky International Airport
Operated By Standard Parking

Fee Computer Number: 12
Cashier: FITZGERALD Id #106
Transaction Number: 35836
Entered: 11/09/2013 06:44
Exited: 11/14/2013 20:00
Ticket #12313 Dispenser #14
Lot: Lot 2
Area: Area 2
Rate: VarRate 2
Parking Fee: \$ 48.00
AAA Discount Long Term(6) -\$ 6.00
Subtotal \$ 42.00
Total Fee: \$ 42.00
Mastercard A \$ 42.00
Credit Card Number: *****XXXX
Total Paid: \$ 42.00

Thank You
For Comments or Questions
Call 859-767-3105

1) Business

2) Date

3) Item Purchased

4) Price of Item

5) Amount of Bill

6) Method of Payment

Bad Receipts

Welcome to Mel's	
Check #: 0001	12/20/11
Server: Josh F	4:38 PM
Table: 7/1	Guests: 2

2 Beef Burgr (@9.95/ea)	19.90
SIDE: Fries	
1 Bud Light	3.79
1 Bud	4.50

Sub-total	28.19
Sales Tax	2.50
TOTAL	30.69

Balance Due	30.69
Thank you for your patronage!	

This receipt does not show how the bill was paid. Notice how it still says "balance due".

This receipt has alcohol on it. Per UC policy, we are not able to reimburse alcohol expenses. The Bud and Bud Light along with the taxes associated would be deducted from the amount to be reimbursed.

RUSS BUILDING PARTNE 235 MONTGOMERY ST SAN FRANCISCO CA 941 (415) 421-5358	
BATCH: 825 S-A-L-E-S D-R-A-F-T 72279895 430132215711145	
REF: 0000	
CD TYPE: VISA	
TR TYPE: PURCHASE	
DATE: MAY 19, 09 16:10:36	
TOTAL \$8.50	
ACCT: 9806	EXP: **/**
AP: 012315	
NAME: DAVID M ROE	
CARDMEMBER ACKNOWLEDGES RECEIPT OF GOODS AND/OR SERVICES IN THE AMOUNT OF THE TOTAL SHOWN HEREON AND AGREES TO PERFORM THE OBLIGATIONS SET FORTH BY THE CARDMEMBER'S AGREEMENT WITH THE ISSUER	
THANK YOU	
CUSTOMER COPY	

This receipt doesn't show what was purchased.