

# Business Expense Receipts – Required Documentation

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When paying with University funds, regardless of the transaction type, all receipts must include:

- Transaction date
- Merchant/Supplier name
- Detail of items purchased or services provided
- Form of payment used (e.g., cash, check or credit card)
- Amount
- Proof of Payment

When paying with University funds, the following expenses all require **original, detailed receipts** to be provided when submitting invoices, reimbursement requests, and Pcard transactions:

- Entertainment (non-meals)
- Local Meals
- Meals while in travel status exceeding \$50
- Books, periodicals and subscriptions
- Professional dues
- Office supplies
- Copy and printing services
- Telephone
- Other

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[finance.wfu.edu](http://finance.wfu.edu)

**Responsible Unit:**  
Accounts Payable

**Additional Assistance:**  
[ap@wfu.edu](mailto:ap@wfu.edu)

## **What is it?**

This is a quick guide to assist the University faculty, staff and students with the receipt requirements for invoices, reimbursement requests and Pcard transactions.

## **Why it is Necessary**

The IRS requires proper documentation in order for a business expense to be reimbursed or paid on a tax-free basis.

Receipts are a required element of the IRS substantiation regulations.