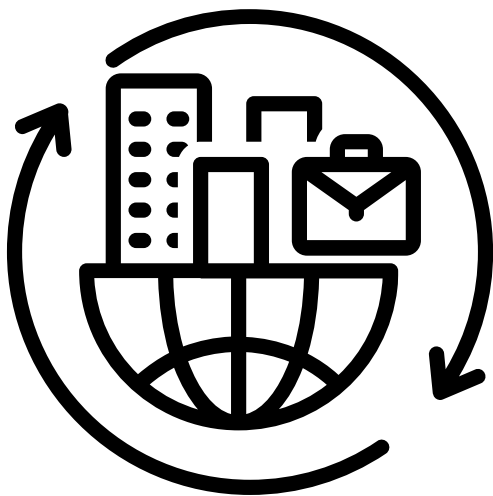


Documentation Requirements

COMPONENTS OF AN INVOICE OR RECEIPT:

- Transaction Date
- Merchant / Supplier Name
- Supplier / Merchant Address
- Detail of items purchased or services rendered
- Amount (both before tax and after tax)

If a receipt cannot be obtained for a PCard or Reimbursement transaction, a [Missing Receipt Affidavit](#) must be completed and attached to the Expense Report.



ITEMS TO INCLUDE ON BUSINESS EXPENSE TRANSACTIONS:

- Business Purpose
- Detailed and Summary Receipts (as applicable)
- Proof of Payment (reimbursement only)
- If certain travel expenditures are \$75 or less (when in travel status), a receipt is not required. The actual amount spent must be submitted. Exceptions include:
 - Airfare
 - Automobile rental
 - Conference registrations
 - Lodging

Documentation Requirements

Type of Expenditure	Documentation Requirements
Conference Registration	<p>A copy of an agenda showing the location of the conference, dates of the conference, information on meals or other incidentals included in the registration fee.</p> <p>A copy of the summary receipt that supports the total cost of the conference.</p>
Airfare - Commercial	<p>A detailed itinerary that includes: departure and arrival dates and times, flight numbers, class of travel, total flight cost, and payment method.</p> <p>If the trip includes both personal and business activities, a price comparison for the personal and business portion should be submitted. The University will reimburse for the lesser of the two.</p> <p>Business class airfare is allowable for both domestic and international flights that have a continuous flight time of 4 hours or more. Preapproval by the traveler's Vice President or Dean is required and must be attached to the expense report.</p>
Airfare - Chartered / Donated	<p>Must be paid directly through the University's payment process (traveler's may not be reimbursed for chartered airfare expenses).</p> <p>Documentation includes:</p> <ul style="list-style-type: none"> • Completed and approved 'Aircraft Request Form' • The Aircraft Request Form number should be included on the documentation submitted for payment • A detailed invoice with passengers, aircraft description, and itinerary • A comparison of cost for the chartered flight versus a similar commercial flight • Business purpose detailing why a chartered flight was chosen

Documentation Requirements

Type of Expenditure	Documentation Requirements
Automobile Rental	<p>A detailed receipt including:</p> <ul style="list-style-type: none">• Booking dates• Car type• Total cost• Payment method
Mileage	<p>Document the origination, via points, and destination points in Workday.</p> <p>If a traveler is seeking reimbursement for multiple trips on one expense report, each trip should be documented on separate lines of the expense report.</p> <p>If a traveler elects to drive to a location that is farther than 400 miles one way (800 round trip), a flight comparison must be submitted with the expense report. The lesser of the two amounts will be reimbursed.</p>
Ground Transportation	<p>Includes rideshares, taxis, rail, and private car services.</p> <p>Private car services are generally not allowable and must be approved in advance by the President, Provost, or Executive Vice President and CFO.</p> <p>Receipts are not required when these expenses are \$75 or less and in travel status. However, the actual amount spent must be documented.</p>
Lodging	<p>A detailed folio (receipt) showing the name of the accommodation, address, detailed listing of charges, name of traveler and total amount.</p> <p>The folio must show a zero balance.</p> <p>If a traveler stays in a private residence at no cost, a non-cash gift up to \$50 may be provided to the host.</p> <ul style="list-style-type: none">• A detailed receipt is required.

Documentation Requirements

Type of Expenditure	Documentation Requirements
<p>Meals While Traveling</p> <p>Meals while traveling that includes an outside individual is considered entertainment and must be supported with proper entertainment documentation outlined below.</p>	<p>Actual Receipt Method:</p> <ul style="list-style-type: none"> • Receipts are not required for meals totaling \$75 or less • Detailed and summary receipts are required when the total exceeds \$75 • Regardless of amount, the actual amount of the meal should be submitted / reconciled <p>Per Diem Method (Domestic or International):</p> <ul style="list-style-type: none"> • The per diem method provides a fixed daily allowance for meals • Receipts are not required • First and last days are reduced by 25% and the hours must be documented on the travel journal portion of the Expense Report in Workday
<p>Meals - Local and Entertainment</p> <p>Entertainment expenses are any expenses that are incurred to provide entertainment, recreation, or hospitality. These expenses can be between employees or with outside individuals.</p>	<p>Detailed summary receipts are required regardless of the amount</p> <p>A business purpose must clearly describe:</p> <ul style="list-style-type: none"> • How the expense is directly related to the mission and purpose of the University • Names of the individuals in attendance at any University sponsored event, meal, etc. and their relationship to the University <p>Departmental events are considered entertainment and should be infrequent in nature</p> <p>Meals between employees are generally not allowed except for when:</p> <ul style="list-style-type: none"> • A University guest is present • Honoring an employee (e.g. retirement, or a significant award) • Business is being conducted that cannot reasonably be performed in the office due to scheduling conflicts or confidentiality requirements • Work is required during normal meal times (e.g. lunch) or during non-standard hours (e.g. nights or weekends)

Documentation Requirements

Type of Expenditure	Documentation Requirements
Tips / Gratuities	<p>Must be shown on the receipts submitted and should not exceed 20% of the related service</p> <p>If for some reason, a tip in excess of 20% is warranted, a business purpose must be submitted stating how the service was exceptional</p> <p>Documentation requirements for for chartered service tips can be found in the Travel, Entertainment, and Other Business Expense Policy and Procedure</p>
Companion Travel	<p>Advance approval by the President, Provost, Executive Vice President & CFO, or Traveler's Vice President or Dean must accompany the Expense Report in Workday</p> <p>Business purpose of the companion's activities must provide a clear and direct benefit to the University</p> <p>The companion's activities must be substantial and not incidental. Incidental activities include note taking, goodwill, organizing schedules, etc.</p> <p>A detailed itinerary with the tasks of the companion must be documented and submitted with the Expense Report</p> <p>If the travel is approved, the documentation requirements for the travel expenses are the same for a companion as an employee</p>
Relocation	<p>Relocation is considered a taxable expense and will be reported on an employee's W-2</p> <p>Human Resource guidelines must be followed</p>