Electronic Receipts as Documentation for Reimbursement

Supporting documentation for online booking or purchases must be a receipt and not a confirmations or reservation. Detailed below are the minimum requirements for an electronic receipt to be acceptable as proof of purchase.

E-Tickets:

- Passenger name
- Issue date
- Ticket number (A ticket number on the receipt indicates that a ticket has been purchased) or other proof of payment
- Total payment
- Itinerary or routing
- Payment type

Note: Class of service is not required may be necessary in the case where a ticket is very expensive for the corresponding itinerary. First class is not an allowable expense.

Hotels:

- Name of address of hotel
- Guest name(s)
- Number of guests
- Check in and out dates
- Number of rooms
- Number of nights
- Price per night
- Total payment
- Proof of payment (credit card statement, receipt, or cancelled check)
- Date purchased

Registrations:

- Name of attendee
- Name of conference
- Amount paid
- Dates of conference
- Proof of payment (credit card statement, receipt, or cancelled check)

Other Miscellaneous Non-Travel Purchases:

- Name and address of vendor
- Date purchased
- Itemization
- Amount paid
- Proof of payment (credit card statement, receipt, or cancelled check)

Note: Credit card statements or record of charge slips accompanying the monthly billing statement are not acceptable in lieu of receipt.