

Itemized Receipts

Attach itemized receipts and proof of payment to reimbursement requests under Upload Documents. An itemized receipt contains the below information.

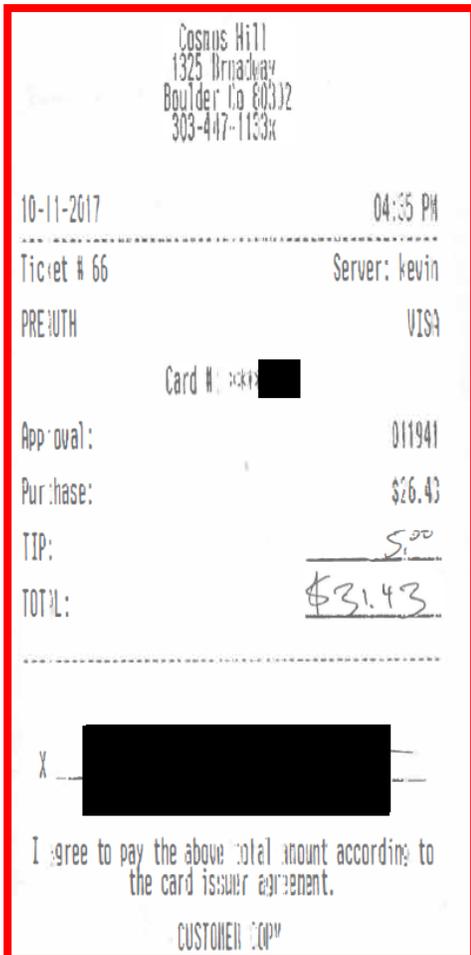
- Business's Name
- Date
- Item(s) Purchased
- Price of Each Item
- Total Amount of Bill
- Method of payment

If you do not have a receipt showing proof of payment, upload a snapshot of a bank or credit card statement showing the expense being charged (not pending). Multiple documents may be used for itemization or proof of payment (e.g. invoice, order form, email from vendor).

Note: Receipts not itemized will result in the denial of reimbursement request until sufficient receipts are provided.

If an individual has multiple receipts, upload all receipts to one request for a single reimbursement. Do not request a new reim-

Non-itemized Receipt



Itemized Receipt

