

Travel Receipts—Quick Guide

Expense Description	Information Required
Regardless of the type of transaction, a receipt must include:	<ul style="list-style-type: none"> • Date of transaction • Merchant / supplier name • Detail of items purchased or services provided (statements and credit card copies are not sufficient) • Form of payment (e.g., cash, check or credit card) • Amount • Proof of payment
Airfare	<ul style="list-style-type: none"> • Detailed itinerary • If combining personal days with business travel, a comparison must be attached to support no additional cost was incurred for the additional personal days.
Airfare change fees / cancellations	<ul style="list-style-type: none"> • Detailed itinerary showing proof of additional charge • Original detailed itinerary for the cancellation-if available
Baggage fees	<ul style="list-style-type: none"> • Original receipt if fees exceed \$50.00
Auto rental	<ul style="list-style-type: none"> • Original rental agreement or detailed receipt
Gas for auto rental	<ul style="list-style-type: none"> • Original receipt if amount exceeds \$50.00
Mileage for use of personal automobile	<ul style="list-style-type: none"> • Documentation, such as a mileage log that shows to/from locations and miles between the points, or • MapQuest or other travel site that documents the mileage between all points on a trip that you are seeking reimbursement for
Taxi / Parking / Shuttle	<ul style="list-style-type: none"> • Original receipt, if cost exceeds \$50.00
Lodging	<ul style="list-style-type: none"> • Original <u>itemized</u> hotel folio showing a \$0 balance fully paid, or if folio shows amount due proof of payment is required
Meal-individual	<ul style="list-style-type: none"> • Both detail and summary receipts, if cost exceeds \$50.00
Meal-including alcohol	<ul style="list-style-type: none"> • Both detail and summary receipts • Please see procedure for allowability
Meal-group (while in travel status—non-local)	<ul style="list-style-type: none"> • Both detail and summary receipts, if cost exceeds \$50.00

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Accounts Payable

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What is it?

This quick guide is meant to assist the University faculty, staff and students with the receipt requirements for invoices, reimbursement requests, and Pcard statements that relate to travel.

Why it is Necessary

The IRS has regulations that require certain types of documentation for travel related expenses.

If these regulations are not met, the amounts must be considered taxable income to the payee.

Meal-per diem (international travel only)	<ul style="list-style-type: none">• No receipts required
Registration	<ul style="list-style-type: none">• Original detailed receipt to support the amount, and• Conference agenda showing dates
Other	<ul style="list-style-type: none">• Original detailed receipt