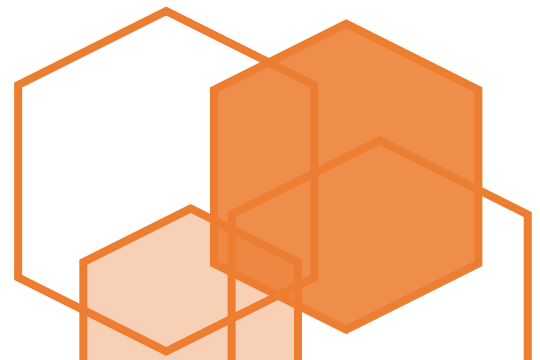


Reimbursement Document/Receipt Guide

University of Miami

The following guide will provide examples of what documents are needed to be submitted with your reimbursement, including receipts from stores, flights, hotels, and more. Please keep in mind that the items and dollar amounts listed in the receipts are not meant to reflect current SAFAC guidelines. For an updated list of SAFAC guidelines, please visit www.miami.edu/SAFAC.



Documentation/Receipt Overview

To efficiently process your student reimbursement, the University of Miami's Disbursements office requires proper documentation as back-up for your request. Documentation is required for all reimbursement requests and will not be accepted if incomplete. At the minimum, your reimbursement should include two documents: an itemized receipt and back-up documentation for the purpose of purchase (event flyer, meeting email invitation, etc.).

Regular Reimbursement Requests

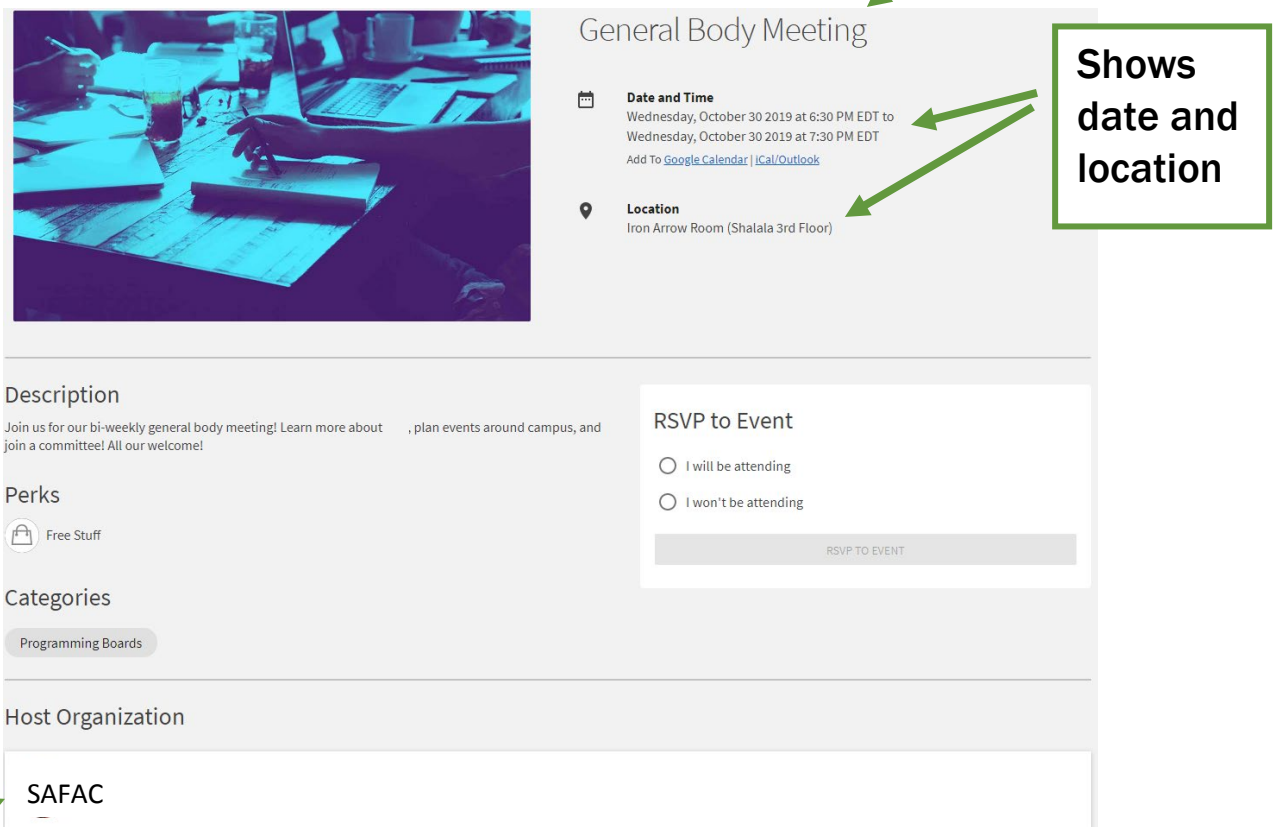
For non-travel reimbursements, documentation must include a copy of the final invoice or receipt rendered by the vendor at the time of purchase. Invoices and receipts must be properly itemized—lump sum totals for multiple different items on a single receipt are not acceptable. They must also have the total amount paid or show a \$0 balance is due.

Reimbursement requests for items purchased for specific events or meetings must also include a flyer from the event showing the event date and details, or an email invitation for the meeting.

Travel Reimbursement Requests

All travel requests require a daily schedule and itinerary that include the purpose and details of travel. Additionally, refer to this document/receipt guide to determine the appropriate documentation for each specific travel category. Like the regular reimbursement requests listed above, they need to be itemized and have the total amount paid or show a \$0 balance is due.

Back-Up Documentation



Example of a GOOD store receipt

Name &
Contact
Information
of Vendor

Publix

Monza
1401 Monza Ave
Coral Gables, FL 33146
Store Manager: Joe Faircloth
305-667-1681

Receipt is
legible and
complete

ORED THINS GOLDEN			
1 @ 2 FOR	5.00	2.50	F
You Saved		1.89	
SABRA GUAC CLASSIC		4.59	F
SABRA RED PPR 17OZ		5.11	F
ORED DOUBLE STUFF			
1 @ 2 FOR	5.00	2.50	F
You Saved		1.89	
TOSTITOS REST/STYL		4.29	F
C/C SALT/PEPPER PC			
1 @ 2 FOR	5.00	2.50	F
You Saved		1.29	
PUBLIX IC PREMIUM			
1 @ 2 FOR	6.00	3.00	F
You Saved		2.14	
PUBLIX IC PREMIUM			
1 @ 2 FOR	6.00	3.00	F
You Saved		2.14	

Itemized to
show price
per item for
all items
purchased

Order Total	27.49	
Sales Tax	0.00	
Grand Total	27.49	
Debit	Payment	27.49
Change	0.00	

The payment
method
indicates
proof of
payment

Savings Summary
Special Price Savings 9.35

* Your Savings at Publix *
* 9.35 *

PRESTO!
Trace #:
Reference #:
Acct #: XXXXXXXXXXXX
Debit Purchase FROM CHECKING
Amount: \$27.49

DEBIT CARD PURCHASE
A000 US DEBIT
Entry Method: Chip Read
Mode: Issuer-PIN Verified

Shows date
and time of
purchase

Your cashier was Cristina

04/18/2018 21:01 00054 R106 7561 C0218

Example of **BAD** receipts that will **NOT** be accepted

CREDIT CARD ORDER

Payment Status: APPROVED

5090
Domino's Pizza LLC
(305) 667-3666

4/22/2019 7:22 PM
Order 850167 Server 6494
Rewards Code: [REDACTED]

Delivery
[REDACTED]
1330 MILLER DR
[REDACTED]

Mastercard
CREDIT CARD # XXXXXXXXXXXX [REDACTED]
REFERENCE 65462
APPROVAL CODE 002
MERCHANT 676305 [REDACTED]

Amount \$69.24
Tip _____
Total _____

X _____
SIGNATURE

I AGREE TO PAY THE ABOVE AMOUNT ACCORDING TO CARD AGREEMENT

THIS ORDER CAN STILL EARN POINTS TOWARD FREE PIZZA!
VISIT DOMINOS.COM/CLAIMREWARDS
WITHIN 30 DAYS TO CLAIM YOUR POINTS.

DEL EXPS ID _____

ANY DELIVERY CHARGE IS NOT A TIP
PAID TO YOUR DRIVER

This is not itemized so it does not show all the items bought. An itemized receipt is required

Thank you for your order

Your order has been received and is now being processed. Your order details are shown below for your reference:

Order: #293

Product	Quantity	Price
Los Pollos Hermanos Fry Batter	1	\$99.99
Cart Subtotal:		\$99.99
Shipping:		Free Shipping
Order Total:		\$99.99

Customer details

Email: walter@ww.com
Tel: 555-555-5555

Billing address	Shipping address
Walter White	Walter White
Albuquerque, New Mexico 87104	Albuquerque, New Mexico 87104

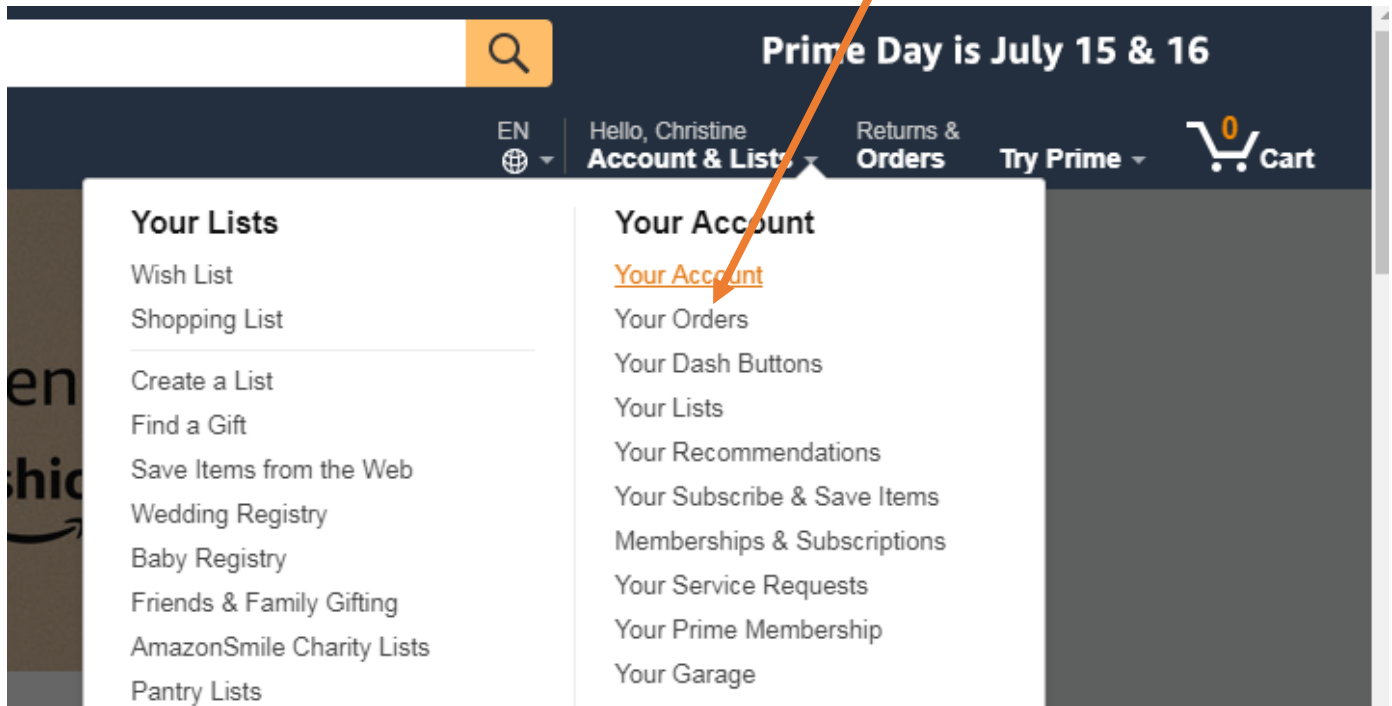
WordPress Beta Site - Powered by WooCommerce

This is an order confirmation, not a receipt. It does not have any payment details on it. The receipt must show that payment has been made (with the payment method) or indicate that there is a \$0 balance due.

Amazon Receipt Guide

Step 1: Login to your Amazon account

Step 2: Hover over “Accounts & Lists” and click “Your Orders”



Step 3: Click “Order details”



Step 4: Click "View or Print Invoice"

Your Account > Your Orders > Order Details

Order Details

Ordered on January 13, 2015 | Order# 110-33

[View or Print invoice](#)

Shipping Address

CORAL GABLES, FLORIDA 33134-2344
United States

Payment Method

VISA ****

Order Summary

Item(s) Subtotal: \$5.92
Shipping & Handling: \$3.99
Total before tax: \$9.91
Estimated tax to be collected: \$0.00
Grand Total: \$9.91
[See tax and seller information](#)

▼ Transactions



Quiet: The Power of Introverts in a World That Can't Stop Talking

Cain, Susan

Sold by: tacoma_goodwill

\$5.92

Condition: Used - Good - All pages are intact, and the spine and cover are also intact. May have some usage wear, missing or damaged dust jacket, stickers, cover creases, bumped corners, bent pages, remainder mark, previous owner label or name, inscription, notes, underlining and/or highlighting. Text only; no CDs, InfoTrac, Access Codes, Activation Keys, or other inclusions, unless otherwise noted.

[Buy it again](#)

[Problem with order](#)

[Return or replace items](#)

[Share gift receipt](#)

[Write a product review](#)

[Archive order](#)

Step 5: Attach this as your receipt

amazon.com

Shows date of purchase and name of vendor

Itemized to show price per item for all items

Order Placed: January 13, 2015
Amazon.com order number: 110-33
Order Total: \$9.91

Final Details for Order #110-33
[Print this page for your records](#)

Shipped on January 14, 2015

Items Ordered

1 of: *Quiet: The Power of Introverts in a World That Can't Stop Talking*, Cain, Susan
Sold by: tacoma_goodwill ([seller profile](#))

Condition: Used - Good
All pages are intact, and the spine and cover are also intact. May have some usage wear, missing or damaged dust jacket, stickers, cover creases, bumped corners, bent pages, remainder mark, previous owner label or name, inscription, notes, underlining and/or highlighting. Text only; no CDs, InfoTrac, Access Codes, Activation Keys, or other inclusions, unless otherwise noted.

Shipping Address:

First name, Last name
CORAL GABLES, FLORIDA 33134-2344
United States

Shipping Speed:

Standard Shipping

Price
\$5.92

Item(s) Subtotal: \$5.92
Shipping & Handling: \$3.99

Total before tax: \$9.91
Sales Tax: \$0.00

Total for This Shipment: \$9.91

Payment information

Payment Method:
Visa | Last digits: 0000
Gift Card

Billing address

First name, Last name
MIAMI, FLORIDA 33155-4819
United States

Item(s) Subtotal: \$5.92
Shipping & Handling: \$3.99

Total before tax: \$9.91
Estimated tax to be collected: \$0.00

Grand Total: \$9.91

To view the status of your order, return to [Order Summary](#).

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This name must match the student requesting reimbursement

The payment method indicates proof of payment

Grand total is shown to verify if any tax, shipping, or discounts have been included

Flight Receipt Guide

Date, time, and location of flight must be shown

Monday, October 22, 2018

LGA

5:55 AM

New York La Guardia

MIA

9:02 AM

Miami

Seats: --

Class: Economy (B)

Meals: Food For Purchase

American Airlines 1249

Airline is listed

[Free entertainment with the American app »](#)

FIRST & LAST NAME OF STUDENT WHOSE AIRLINE ACCOUNT IS BEING USED

This must match the person requesting reimbursement

Earn up to a \$200 statement credit + 40,000 bonus miles after qualifying purchases

[Learn more »](#)

AAAdvantage #

Ticket # 001



Payment method indicates proof of payment

Your trip receipt



Master Card XXXXXXXXXXXXXXX

Grand total has amount paid and shows taxes, fees, and discounts

FIRST LAST NAME OF TICKET HOLDER

FARE-USD

TAXES AND CARRIER-IMPOSED FEES

TICKET TOTAL

\$ 116.28

\$ 22.92

\$ 139.20

Name of student the ticket is for

Hotel Receipt Guide

This must match the person requesting reimbursement

Hotel name, location, and contact information is shown

Name & Address

name of person on hotel reservation

Room number is required, especially if there is more than 1 room booked



120 South Los Angeles Street • Los Angeles, CA 90012
Phone (213) 629-1200 • Fax (213) 622-0980
For reservations across the nation
www.doubletree.com or 1-800-222-TREE

Room 714/NQ2
Arrival Date 3/10/2019 10:27:00 PM
Departure Date 3/13/2019
Adult/Child 2/0
Room Rate 239.00
Rate Plan: NAS
H1 #
AL:
Car:

Folio

Confirmation Number: 123456

3/13/2019

Dates of hotel stay are shown



DATE	REFERENCE	DESCRIPTION	AMOUNT
3/10/2019	2755178	GUEST ROOM	\$239.00
3/10/2019	2755178	RM - OCCUP TAX	\$33.46
3/10/2019	2755178	RM - CA TOURISM TAX	\$0.47
3/10/2019	2755178	RM - CA CITY ASSESSMENT	\$3.59
3/11/2019	2756319	GUEST ROOM	\$239.00
3/11/2019	2756319	RM - OCCUP TAX	\$33.46
3/11/2019	2756319	RM - CA TOURISM TAX	\$0.47
3/11/2019	2756319	RM - CA CITY ASSESSMENT	\$3.59
3/12/2019	2757601	GUEST ROOM	\$239.00
3/12/2019	2757601	RM - OCCUP TAX	\$33.46
3/12/2019	2757601	RM - CA TOURISM TAX	\$0.47
3/12/2019	2757601	RM - CA CITY ASSESSMENT	\$3.59
3/13/2019	2758118	MC *0000	(\$829.56)
		BALANCE	\$0.00

Itemized to show daily rate, taxes, fees, and total amount paid

Payment method and \$0 balance is proof of payment

ACCOUNT NO	
CARD MEMBER NAME	
ESTABLISHMENT NO & LOCATION	ESTABLISHMENT AGREES TO TRANSFER TO CARD HOLDER FOR PAYMENT
CARD MEMBER'S SIGNATURE X	

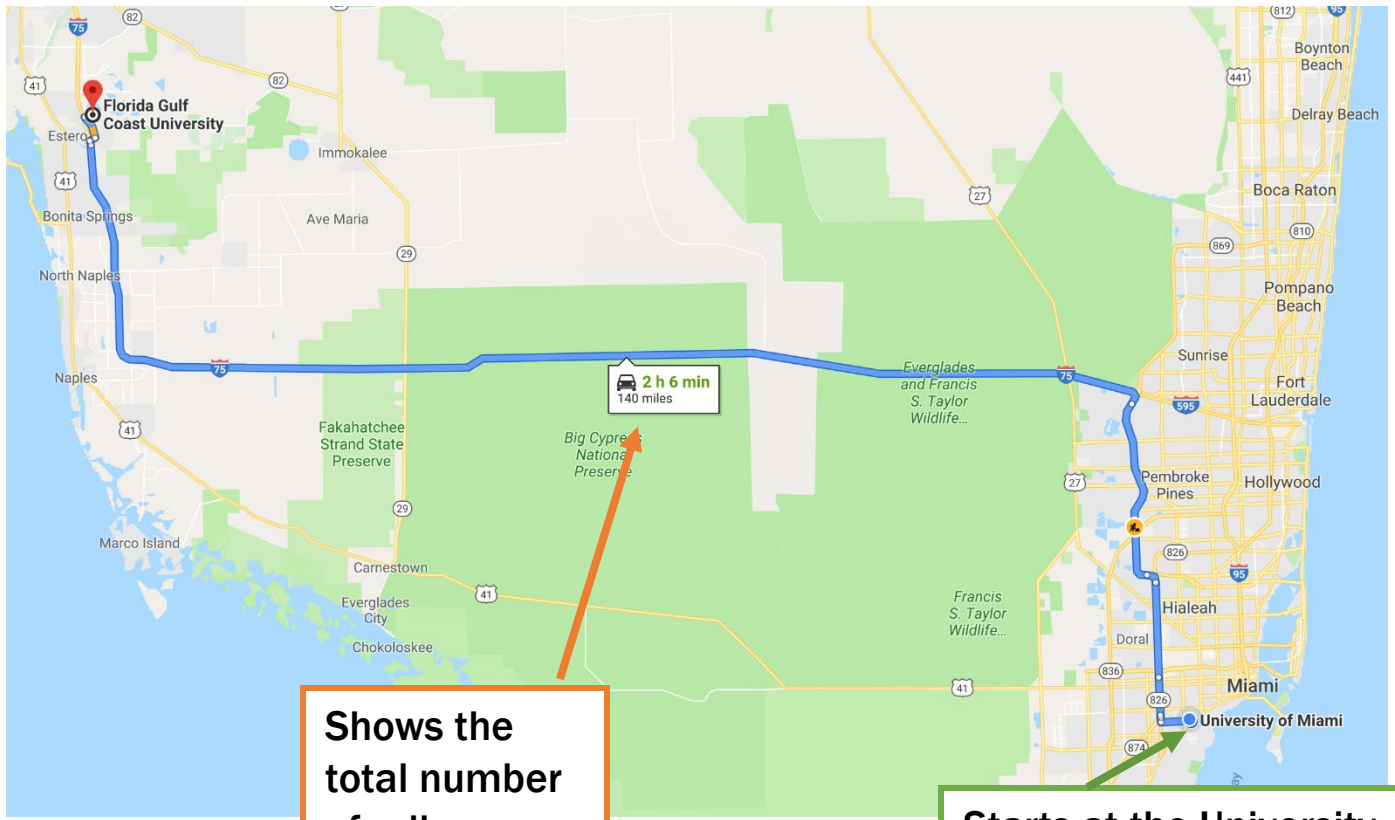
DATE OF CHARGE	FOLIO NO / CHECK NO 612773 A
AUTHORIZATION	INITIAL
PURCHASES & SERVICES	
TAXES	
TIPS & MISC	
TOTAL AMOUNT	-829.56

MERCHANTS AND/OR SERVICES PURCHASED ON THIS CARD SHALL NOT BE REFUND OR RETURNED FOR A CASH REFUND

PAYMENT DUE UPON RECEIPT



Mileage Receipt Guide



OR

Name of gas station and address are listed

DANS PUMP AND GO
15238 MAIN ST
NEWTOWN
CAROLINA 93802

ST-TX: 11089980 (555) 708-2224
2014-02-25 IW424534:9338300 07:09
TERMINAL: 509338300 OPER: A

The price per gallon, number of gallons, and total price are clearly listed

Fuel	(G)	(\$/G)	(\$)
Pump 9 Premium	40.000	1.345	53.80*
Total Owed			53.80
TOTAL PAID			
CREDIT CARD			53.80

VISA *****
INV. 972821 AUTH. 545633
Purchase
S 0010010010 00 127
00 APPROVED

The payment details are proof of payment

-- IMPORTANT --
Retain This Copy For Your Records