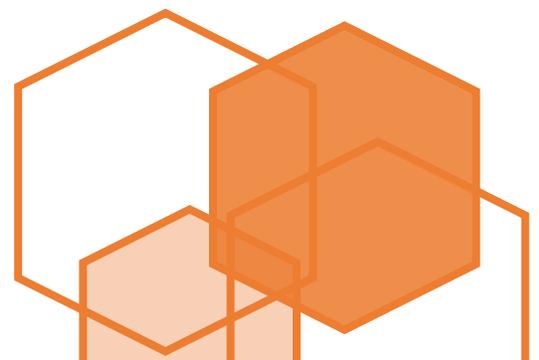




Reimbursement Document/Receipt Guide

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

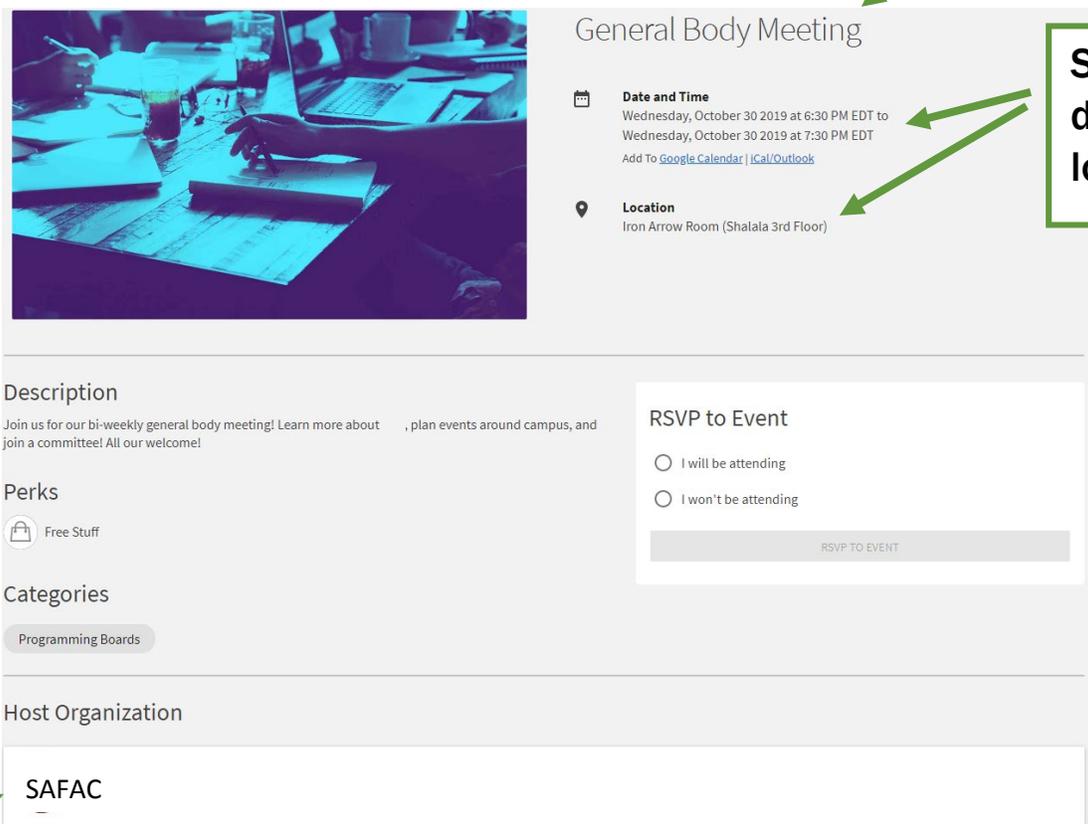


The poster is orange with white and green text. It features the C.O.S.O. logo in the top left, the date and time 'AUG 18 4-6 PM WATSCO' in the top right, the event name '2019 canefest' in large white and green letters in the center, and the slogan 'FIND A PLACE FOR U!' at the bottom.

Has the organization's name

Shows date and location

Name of the event is shown



The screenshot shows a calendar event titled 'General Body Meeting'. It includes a photo of a meeting table, a description of the meeting, a list of perks (Free Stuff), categories (Programming Boards), and the host organization (SAFAC). The date and time are listed as Wednesday, October 30, 2019, from 6:30 PM EDT to 7:30 PM EDT. The location is the Iron Arrow Room (Shalala 3rd Floor). There is an RSVP section with options to attend or not attend.

Shows date and location

Has the organization's name

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			

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

Itemized to show price per item for all items purchased

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

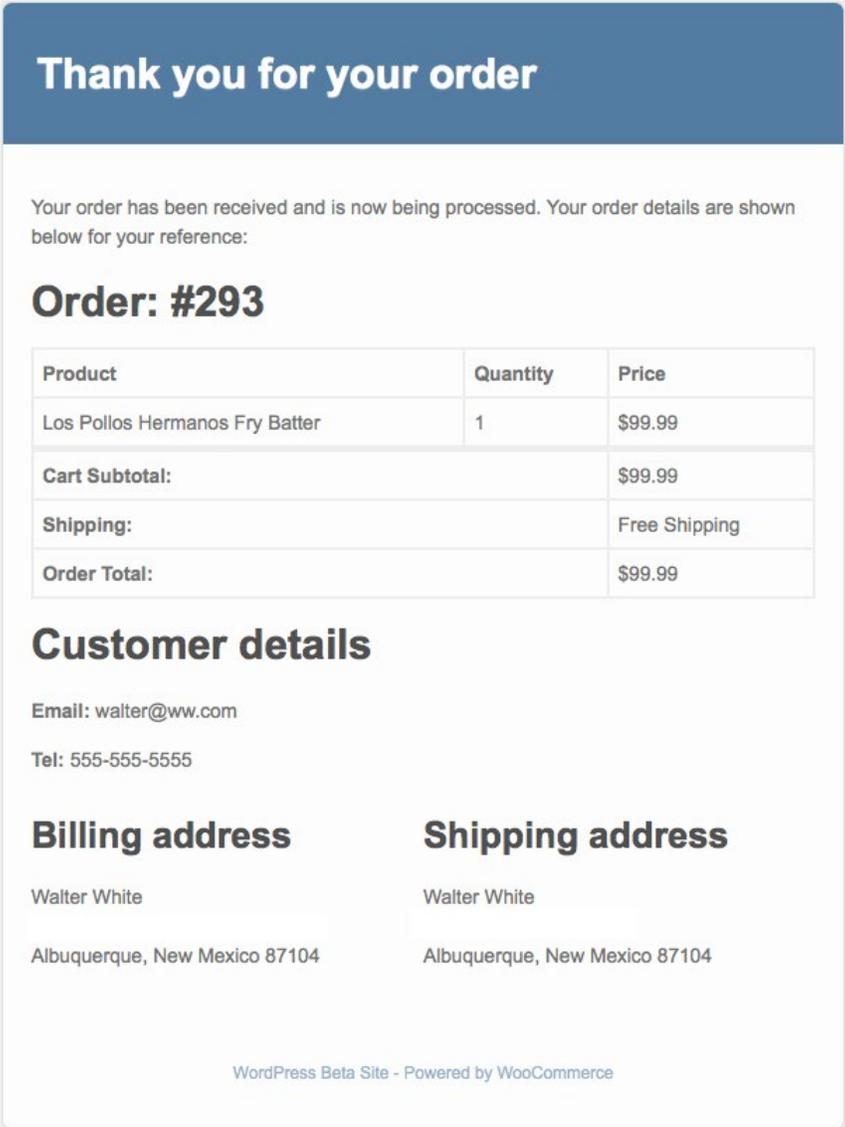
Shows date and time of purchase

Your cashier was Cristina
04/18/2018 21:01 9054 R106 7561 C0218

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



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

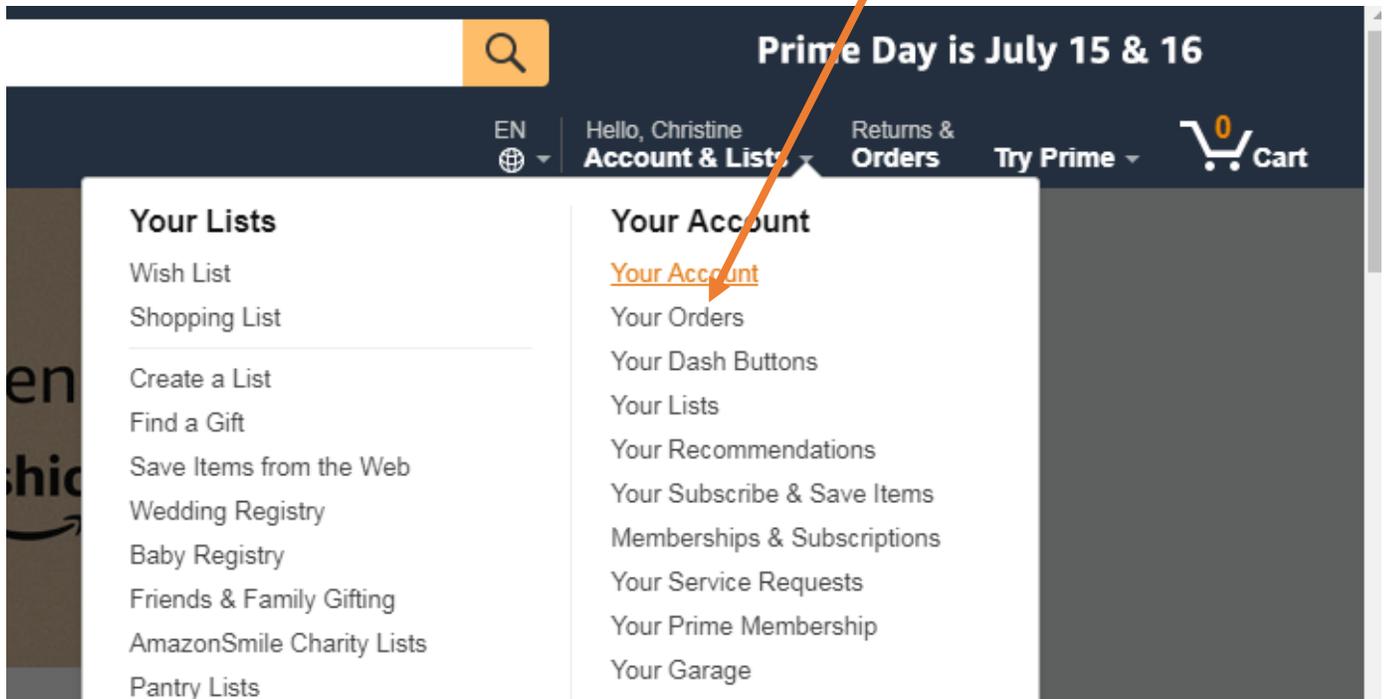


This is an order confirmation, not a receipt. It does not have any payment details on it. The receipt must show that payment has been made (with the payment method) or indicate that there is a \$0 balance due.

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 ****	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.	Problem with order Return or replace items Share gift receipt Write a product review Archive order
Buy it again		

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 credits) <small>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.</small>	Price \$5.92
Shipping Address: First name, Last name CORAL GABLES, FLORIDA 33134-2344 United States	Item(s) Subtotal: \$5.92 Shipping & Handling: \$3.99 ----- Total before tax: \$9.91 Sales Tax: \$0.00 ----- Total for This Shipment: \$9.91
Shipping Speed: Standard Shipping	

Payment information	
Payment Method: Visa Last digits: 0000 Gift Card	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
Billing address First name, Last name MIAMI, FLORIDA 33155-4819 United States	

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

Flight class must be listed

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

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



[Learn more »](#)

AAdvantage #

Ticket # 001

This must match the person requesting reimbursement

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

\$ 116.28

TAXES AND CARRIER-IMPOSED FEES

\$ 22.92

TICKET TOTAL

\$ 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

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
 HI#
 AL:
 Car:

Dates of hotel stay are shown

Confirmation Number: 123456

3/13/2019

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

Folio

HILTON HHONORS

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

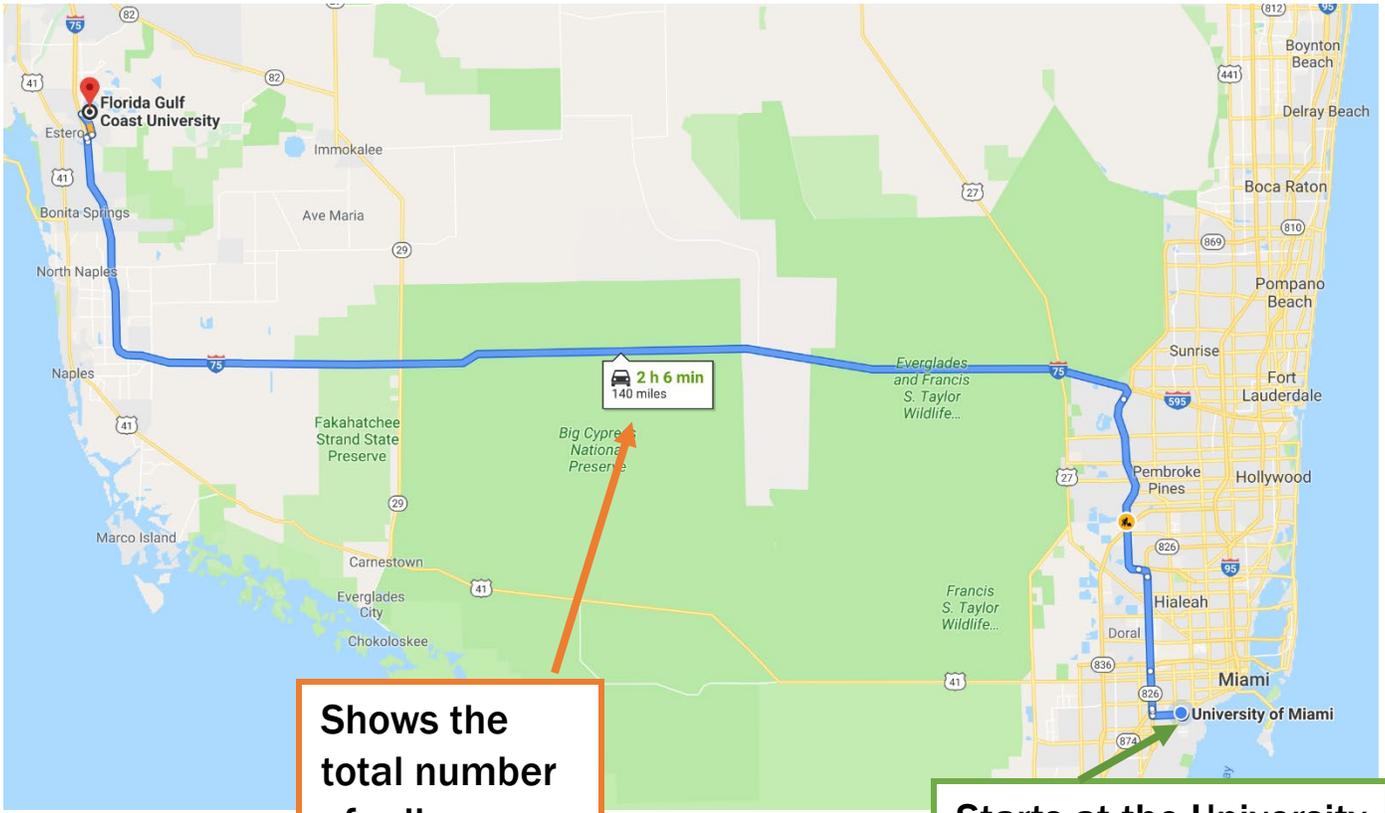
TOTAL AMOUNT -829.56

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

PAYMENT DUE UPON RECEIPT



Mileage Receipt Guide



Shows the total number of miles

Starts at the University of Miami and ends at the destination

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

The payment details are proof of payment

VISA *****
 INV. 972821 AUTH. 545633
 Purchase
 S 0010010010 00 127
 00 APPROVED THANK YOU
 -- IMPORTANT --
 Retain This Copy For Your Records