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.
Example of a GOOD store receipt

- **Name & Contact Information of Vendor**
- **Receipt is legible and complete**
- **Itemized to show price per item for all items purchased**
- **The payment method indicates proof of payment**
- **Shows date and time of purchase**
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”

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

Shipping Address | Payment Method
Coral Gables, Florida 33134-2344 | Visa ****

Order Details
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

Step 5: Attach this as your receipt

Itemized to show price per item for all items
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
American Airlines 1249

MIA
9:02 AM
Miami

Flight class must be listed

Seats: --
Class: Economy (B)
Meals: Food For Purchase

Airline is listed

Name of student the ticket is for

First & Last Name of Student Whose Airline Account is Being Used

This must match the person requesting reimbursement

Your trip receipt

Payment method indicates proof of payment

Master Card XXXXXXXXXXXXX

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
Hotel Receipt Guide

This must match the person requesting reimbursement.

Hotel name, location, and contact information is shown.

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

Dates of hotel stay are shown.

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

Payment method and $0 balance is proof of payment.

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<th>Description</th>
<th>Amount</th>
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<td><strong>BALANCE</strong></td>
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</tbody>
</table>

ACCOUNT NO
CARD MEMBER NAME
ESTABLISHMENT NO & LOCATION
CARD MEMBER’S SIGNATURE

DATE OF ISSUE / FOLIO NO / CHECK NO
612773

AUTHORIZED
PURCHASES & SERVICES
TAXES
TIPS & MISC
TOTAL AMOUNT
PAYMENT DATE (UPON RECEIPT)
Mileage Receipt Guide

- Shows the total number of miles

OR

- Starts at the University of Miami and ends at the destination

Name of gas station and address are listed

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

The payment details are proof of payment