The University of Connecticut
Department of Student Activities
Itemized Expense Receipt Guidelines

The following outline is intended to provide general overall guidance for receipts submitted to the Department of Student Activities Business Office for individual reimbursement. Vendor receipts should include an itemized listing of purchases made, not just the amount paid. Vendor receipts should include business name, address, itemized listing of purchases made, total charges and amount paid. The following are not acceptable: customer copy of credit card receipt listing only total amount, illegible copies, and copies where information is cut off by the copier. Please submit original receipt and one copy.

Examples provided include, restaurant, store, taxi, parking, train, hotel, and air fare. You should use these as a guideline and apply the principles to various types of transactions.

- **Restaurant receipts should include:** (see Example 1)
  - Name of restaurant
  - Date
  - Number of guests
  - Itemized listing of food/beverages and price of each
  - Total charges
  - Amount paid

  - **Not acceptable:**
    - Customer copy of credit card receipt listing only amount
    - Copies not legible or information cut off by copier
    - Purchase of alcoholic beverages

- **Store receipts should include:** (see Examples 2 & 3)
  - Name of store
  - Date
  - Itemized listing of purchases and price of each
  - Total charges
  - Amount paid

  - **Not acceptable:**
    - Customer copy of credit card receipt listing only amount
    - Copies not legible or information cut off by copier
    - Personal purchases can not be reimbursed
    - Purchase of alcoholic beverages

- **Taxi receipts should include:** (see Example 4)
  - Name of taxi company/driver
  - Date
  - Destination from/to
  - Amount including tip if applicable

  - **Not acceptable:**
    - Blank receipts
Parking receipts should include: (see Example 5)
- Name of company
- Date and time in
- Date and time out
- Total charges
- Amount paid

- Not acceptable:
  - Blank receipts

- Train receipts should include: (see Example 6)
  - Name of railroad
  - Date
  - Number of tickets purchased
  - Total charges
  - Amount paid

- Hotel receipts should include: (see Example 7)
  - Name of hotel and address
  - Check in date
  - Check out date
  - Number of guests/rooms
  - Room rate/taxes/fees per night’s stay
  - Total charges
  - Amount paid

  - Not acceptable:
    - Customer copy of credit card receipt listing only amount
    - Copies not legible or information cut off by copier

- Hotel/Airfare itinerary receipts should include: (see Examples 8 & 8a)
  - Name of business and address
  - Dates of travel
  - Number of guests/rooms
  - Room rate/taxes/fees per night’s stay
  - Names of all traveling if in group
  - Total charges
  - Amount paid

  - Not acceptable:
    - Customer copy of credit card receipt listing only amount
    - Copies not legible or information cut off by copier

- Car rental receipts should include: (see Example 9)
  - Name of business and address; contact information
  - Dates of rental
  - Type of vehicle rented
  - Rates/taxes/service fees per vehicle
  - Total charges
  - Amount paid

  - Not acceptable:
    - Customer copy of credit card receipt listing only amount
    - Copies not legible or information cut off by copier
**Example 1 - Restaurant Receipt**

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pepperoni</td>
<td></td>
<td>$21.23</td>
</tr>
<tr>
<td>Sausage</td>
<td></td>
<td>$22.20</td>
</tr>
<tr>
<td>Hamburger</td>
<td></td>
<td>$26.20</td>
</tr>
<tr>
<td>Bacon</td>
<td></td>
<td>$25.45</td>
</tr>
<tr>
<td>Party Veggie</td>
<td></td>
<td>$26.41</td>
</tr>
<tr>
<td>Party Salad</td>
<td></td>
<td>$28.40</td>
</tr>
<tr>
<td>Garden Salad</td>
<td></td>
<td>$29.99</td>
</tr>
<tr>
<td>Italian</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ranch</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pesto Cheese</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Large Catering Menu</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Subtotal**: $117.24
**Tax**: $8.93
**Total**: $126.17

**NestCard**: Due: $156.17

---

Example of *itemized* receipt

1. Business name
2. Date
3. Itemized listing
4. Total charges and amount paid
Example 2 - Store Receipt - Credit Card Payment

Example of acceptable store receipt.
1. Shows detail of items purchased
2. Total charges and amount paid
Example of itemized receipt showing payment by cash
Example 4 - Taxi Receipt

Example of taxi receipt

1. Business name
2. Date
3. Amount paid
4. Destination
Example 5 - Parking Receipt

Example of Parking Receipt

1. Business Name
2. Date and time in
3. Date and time out
4. Total charges and amount paid

Example 6 - Train Receipts

Example of train receipts

1. Dates of travel
2. Number of tickets purchased
3. Total charges and amount paid
Example of hotel receipt.

1. Name of business and address
2. Number of guests in room
3. Dates of travel
4. Room rate and taxes per each night’s stay
5. Total charges and amount paid

---

Example 7 - Hotel Receipt
This is an example of an itinerary submitted for reimbursement for complete travel including airfare and hotel. The itinerary is submitted when E-tickets are used for travel.

### Example 8 - Travel Itinerary Receipt

<table>
<thead>
<tr>
<th>Date</th>
<th>Departure</th>
<th>Arrival</th>
<th>Flight Number</th>
<th>Seat</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 Dec 04</td>
<td>Monday</td>
<td></td>
<td>AMERICA WEST</td>
<td>1642A</td>
<td>ECONOMY</td>
</tr>
<tr>
<td></td>
<td>DEPART: JFK</td>
<td>ARRIVE: PHX</td>
<td>FLT: 11</td>
<td>SEAT-164</td>
<td>FOOD FOR PURCHASE</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>EDP: AIRBUS 3319</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>04HR 05MIN</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>NON-STOP</td>
</tr>
<tr>
<td>22 Dec 04</td>
<td>Wednesday</td>
<td></td>
<td>AMERICA WEST</td>
<td>1642A</td>
<td>Out of Date</td>
</tr>
<tr>
<td></td>
<td>DEPART: PHX</td>
<td>ARRIVE: JFK</td>
<td>FLT: 16</td>
<td>SEAT-164</td>
<td>ECONOMY</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>FOOD FOR PURCHASE</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>EDP: AIRBUS 3319</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>04HR 05MIN</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>NON-STOP</td>
</tr>
</tbody>
</table>

**Hotel:**
- Phoenix Days Inn
- Days Inn Tempe AZ
- Tempe AZ 85281
- Phone: 480-968-7793
- Fax: 480-966-4450
- Guaranteed late arrival confirmation

**Other Notes:**
- Other Normal
- Transaction Fee Voucher
- Billed To: X 40.00
- Transaction Fee Voucher
- Billed To: X 40.00
Example 8a - Continuation of Itinerary Receipt

This is continuation of itinerary showing amount due and credit card payment made.

---

**Traveling, Inc.**

Norwalk, CT 06851  203-592-8100
Fax 203-852-9022

**www.traveling-inc.com**

<table>
<thead>
<tr>
<th>SELLER PERSON</th>
<th>ITINERARY/INVOLVE NO.</th>
<th>DATE</th>
<th>NOV 8</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TO:**

<table>
<thead>
<tr>
<th>FOR:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Thank You!**

**ORIGINAL INVOICE**

<table>
<thead>
<tr>
<th>ITEM DUE</th>
<th>220.78</th>
</tr>
</thead>
<tbody>
<tr>
<td>FEE:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SUB TOTAL**

<table>
<thead>
<tr>
<th>NET CC BILLING</th>
<th>741.48</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL AMOUNT DUE</td>
<td></td>
</tr>
</tbody>
</table>

---

...FAA REGULATIONS REQUIRE 1 1/2 HR CKIN AND A VALID PHOTU ID.

...LIGHTLY AND NON REFUNDABLE AND SUBJECT TO CHANGE FEE.

...THE HOTEL IS GUARANTEED ON THE CREDIT CARD AND YOU

...CAN PAY THEM DIRECTLY UPON ARRIVAL AND CHECKOUT

...THE DAYS INN HAS AN AIRPORT SHUTTLE

...LOOK FOR THE COURTESY PHONE IN THE BAGGAGE CLAIM AREA

...UPON ARRIVAL

...THESE ARE R TKTS

...YOUR AMERICAN WEST & TKTS NUMBER ARE...
Example 9 - Car Rental Receipt

![Example of car rental receipt](image)

1. Dates of Rental
2. Rental location
3. Total charges and amount paid