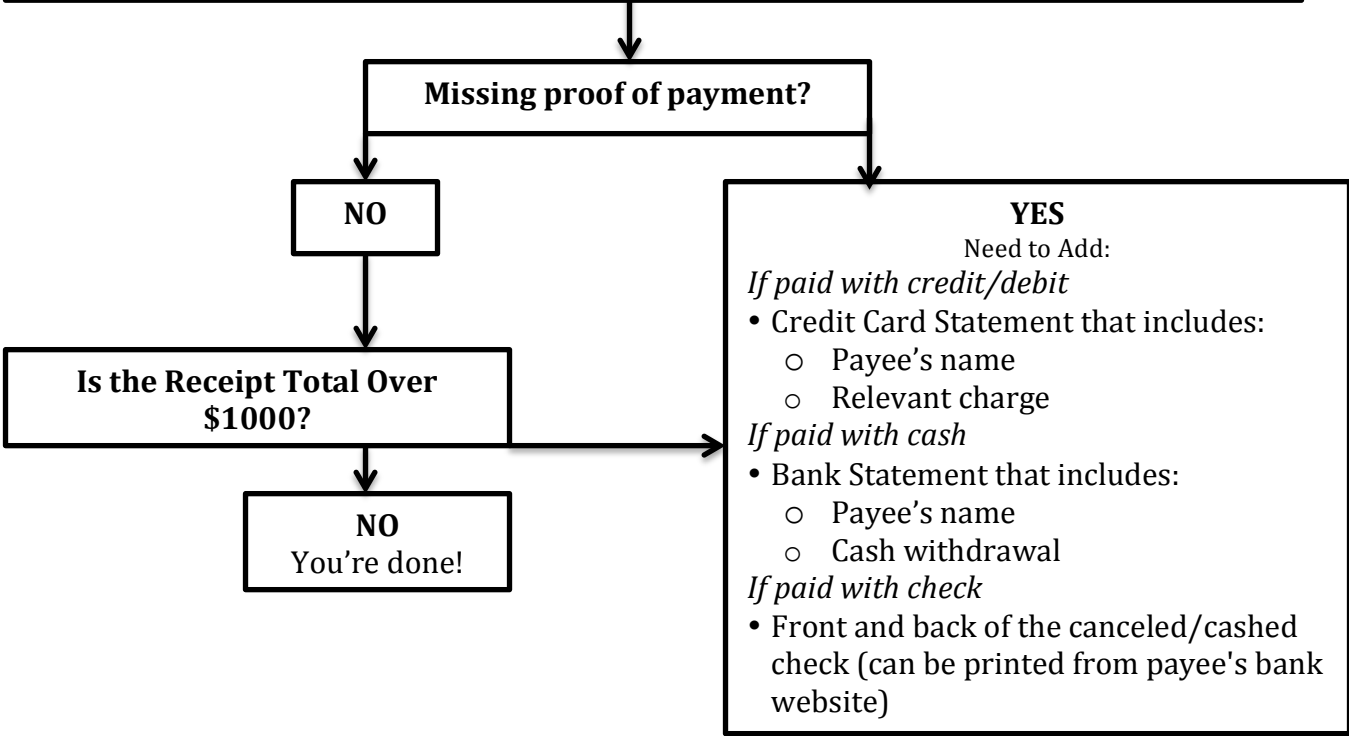


**KEEP YOUR RECEIPTS/INVOICES/QUOTES**

Evaluate EACH line item using this checklist\*

- The Three Must Haves on Documentation:**
1. **Itemized list** of purchases
  2. **Final amount total** (including tip)
  3. Adequate **proof of payment** (types listed below)
    - a. Clearly shows debit card was **charged**
    - b. Clearly credit card was **charged**
    - c. Clearly states **paid** with cash
    - d. Clearly states **paid** with check
    - e. Clearly shows the purchased items were **shipped**



**Changes of note from last year's policies:**

- We now require itemized receipts from ALL vendors. Non-itemized receipts will not be accepted.
- There is no distinction between in-store and out-of-store receipts. We just need to see an itemized list of purchases, the final amount total, and adequate proof of payment.

**\*Exceptions**

- Direction itineraries (with date traveled) will suffice as adequate documentation for gas reimbursements only