Travel Receipt Requirements

ALL RECEIPTS THAT ARE REQUIRED MUST BE THE ORIGINAL ITEMIZED RECEIPT

AIRFARE RECEIPTS PURCHASED ONLINE SHOULD HAVE THE FOLLOWING ELEMENTS:
- Passenger name
- Complete itinerary
- Ticket number
- Payment information

More information about airfare receipts from the internet can be found at:
http://ba.uoregon.edu/content/air-travel-internet-airfare-purchasing

ORIGINAL ITEMIZED HOTEL RECEIPTS ARE REQUIRED AND MUST SHOW THE FOLLOWING:
- Traveler’s name (or names if reimbursement is being claimed for more than one University employee)
- Date(s) occupied
- Actual rate charged per room
- Indication that the amount submitted for reimbursement has been paid in full

RECEIPTS ARE REQUIRED FOR THE FOLLOWING:
- Airfare/Train/Bus (such as greyhound)
- Banquet or conference meals over the per diem
- Lodging
- Conference Registration
- Car Rental
- Expenses for other people
- Foreign transaction/currency exchange fees
- Visa and Passport expenses
- Expenses for supplies e.g. paper, books, film etc.
- Museum admission fees when related to business
- Film or Theatre admission fees when related to business
- Airline Baggage fees $25.00 and over
- Parking $25.00 and over
- Phone Calls $25.00 and over per phone call
- Miscellaneous travel expenses $25.00 and over
- Taxi, City bus, Limos $75.00 and over

RECEIPTS ARE NOT REQUIRED FOR THE FOLLOWING:
- Meals claimed at per diem rates
- Parking under $25.00
- Phone calls under $25.00
- Other miscellaneous travel expenses under $25.00
- Taxi, City bus, Limos under $75.00

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