

RECEIPT REQUIREMENTS

Effective 4/6/18

Acceptable receipts must contain the following: transaction date, name of merchant, item purchased or service provided, amount, business purpose, and form of payment.

When Personal Card or Cash is used, individually list each separate expense and receipt on the expense report with the merchant name, date and receipt attached. No bundling or totaling of separate expenses into one lump sum for the day/trip, etc. For Personal Cards, receipts must indicate the person requesting reimbursement made the payment.

Note: When checks are the form of payment, a copy of the cancelled check (meaning proof that the merchant cashed the check) will be required.

Expense Type	Account	Visa Corp Card	Personal Card	Cash
Advertising/PR Recruiting	62490	If less than \$75: no receipt If \$75 or greater: receipt	Itemized receipt for all amounts	
Airfare - Domestic	56100	Itinerary w/amount showing agencies used		
Airfare - International	56030	Itinerary w/amount showing agencies used		
Audio Visual Services	52720	If less than \$75: no receipt If \$75 or greater: receipt	Itemized receipt for all amounts	
Auto Rental - Domestic	56100	Rental Agreement w/amount		
Auto Rental - International	56030	Rental Agreement w/amount		
Baggage Fees - Domestic	56100	Itemized receipt for all amounts		
Baggage Fees - Domestic	56030	Itemized receipt for all amounts		
Books, Periodicals, Journals	57400	If less than \$75: no receipt If \$75 or greater: receipt	Itemized receipt for all amounts	
Catering – Alcohol	56122	If less than \$75: no receipt If \$75 or greater: receipt	Under \$25: Summary Receipt. \$25 and greater, summary and itemized receipt.	
Catering – Food	56515	If less than \$75: no receipt If \$75 or greater: receipt	Itemized receipt for all amounts	
Cell Phone Charges	82450	If less than \$75: no receipt If \$75 or greater: receipt	Itemized receipt for all amounts	

Conference Registration	56410	If less than \$75: no receipt If \$75 or greater: receipt	Itemized receipt for all amounts
Copy And Printing Costs	62460	If less than \$75: no receipt If \$75 or greater: receipt	Itemized receipt for all amounts
Corporate Card Fees	56100	No receipt required. Justification for expense required.	
Courier Fees	52190	If less than \$75: no receipt If \$75 or greater: receipt	Itemized receipt for all amounts
Domestic Travel - Other	56100	If less than \$75: no receipt If \$75 or greater: receipt	Itemized receipt for all amounts. Miscellaneous cash tips (e.g. bellman, porter, valet) should be recorded under this category. The merchant name should be "cash tips" and the "no-receipt" box should be checked.
Entertainment	56500	If less than \$75: no receipt If \$75 or greater: receipt	Itemized receipt for all amounts
Field Research	68268	If less than \$75: no receipt If \$75 or greater: receipt	Itemized receipt for all amounts
Freight/Shipping	62430	If less than \$75: no receipt If \$75 or greater: receipt	Itemized receipt for all amounts
Gas For Emory Owned Vehicle	53650	If less than \$75: no receipt If \$75 or greater: receipt	If less than \$25, no receipt If \$25 or greater, itemized receipt
Gas For Rental Car (Domestic)	56100	If less than \$75: no receipt If \$75 or greater: receipt	If less than \$25, no receipt If \$25 or greater, itemized receipt
Gas For Rental Car (International)	56030	If less than \$75: no receipt If \$75 or greater: receipt	If less than \$25, no receipt If \$25 or greater, itemized receipt
Gifts - Employee	58010	If less than \$75: no receipt If \$75 or greater: receipt	Itemized receipt for all amounts. <i>Payroll Gift Reporting Requirement:</i> <ul style="list-style-type: none"> • Gift certificates of any amount • Gifts of tangible personal property greater than or equal to \$75 • Gifts of tangible personal property greater than \$400 to a long-service or retired employee.

Gifts - Nonemployee	55040	If less than \$75: no receipt If \$75 or greater: receipt	Itemized receipt for all amounts
Gratuities (Domestic)	56100	No receipt if less than 20%. Any amount over 20% requires receipt and additional justification required for amount of expense.)	
Gratuities (International)	56030	No receipt if less than 20%. Any amount over 20% requires receipt and additional justification required for amount of expense.)	
Ground Transportation (Dom)	56100	If less than \$75: no receipt If \$75 or greater: receipt	Itemized receipt for all amounts
Ground Transportation (Int)	56030	If less than \$75: no receipt If \$75 or greater: receipt	Itemized receipt for all amounts
Human Subject Exp	68715	If less than \$75: no receipt If \$75 or greater: receipt	Itemized receipt for all amounts
International Travel - Other	56030	If less than \$75: no receipt If \$75 or greater: receipt	Itemized receipt for all amounts. Miscellaneous cash tips (e.g. bellman, porter, valet) should be recorded under this category. The merchant name should be "cash tips" and the "no-receipt" box should be checked.
Internet/Wifi (Domestic)	56100	If less than \$75: no receipt If \$75 or greater: receipt	Itemized receipt for all amounts
Internet/Wifi (International)	56030	If less than \$75: no receipt If \$75 or greater: receipt	Itemized receipt for all amounts
Laundry Service - Nontravel	52613	If less than \$75: no receipt If \$75 or greater: receipt	Itemized receipt for all amounts
Laundry Service (Int)	56030	If less than \$75: no receipt If \$75 or greater: receipt	Itemized receipt for all amounts

Laundry Services (Domestic)	56100	If less than \$75: no receipt If \$75 or greater: receipt	Itemized receipt for all amounts	
Living Allowance	56130	56130	Itemized receipt for all amounts	
Lodging (Domestic)	56100	Itemized Hotel Folio (does not need to show \$0 balance if amount matches amount charged to	Itemized Hotel Folio w/\$0 balance; or copy of personal credit card statement and hotel folio (with matching amounts)	Itemized Hotel Folio w/\$0 balance, must show that cash was tendered
Lodging (International)	56030	Itemized Hotel Folio (does not need to show \$0 balance if amount matches amount charged to	Itemized Hotel Folio w/\$0 balance; or copy of personal credit card statement and hotel folio (with matching amounts)	Itemized Hotel Folio w/\$0 balance, must show that cash was tendered
Maintenance And Repair	72500	If less than \$75: no receipt If \$75 or greater: receipt	Itemized receipt for all amounts	
Meal - Individual (Domestic)	56505	If less than \$75: no receipt If \$75 or greater: itemized receipt	Under \$25: Summary Receipt. \$25 and greater, summary and itemized receipt.	
Meal - Individual (International)	56030	If less than \$75: no receipt If \$75 or greater: itemized receipt	Under \$25: Summary Receipt. \$25 and greater, summary and itemized receipt.	
Meal - Intl Per Diem	56121	Print out one effective State Department rate per location for applicable dates of travel: http://aoprals.state.gov/web920/per_diem.asp		
Meal - Business/Group < 10 (Domestic)	56505	If less than \$75: no receipt. If \$75 or greater: itemized receipt. Attendees Names.	Under \$25: Summary Receipt. \$25 and greater, summary and itemized receipt. Attendees Names.	
Meal - Business/Group < 10 (International)	56505	If less than \$75: no receipt. If \$75 or greater: itemized receipt. Attendees Names.	Under \$25: Summary Receipt. \$25 and greater, summary and itemized receipt. Attendees Names.	
Meal - Business/Group 10 or more (Domestic)	56505	If less than \$75: no receipt. If \$75 or greater: itemized receipt. Number of attendees.	Under \$25: Summary Receipt. \$25 and greater, summary and itemized receipt. Number of attendees.	

Meal - Business/Group 10 or more (International)	56505	If less than \$75: no receipt. If \$75 or greater: itemized receipt. Number of attendees.	Under \$25: Summary Receipt. \$25 and greater, summary and itemized receipt. Number of attendees.
Meal - Alcohol	56122	If less than \$75: no receipt If \$75 or greater: receipt	Under \$25: Summary Receipt. \$25 and greater, summary and itemized receipt.
Mileage on Personal Auto	56105	Under \$25 roundtrips or Emory to/from Oxford, no Mapquest. Over \$25 roundtrip, Mapquest.	
Parking (Domestic)	56100	If less than \$75: no receipt If \$75 or greater: receipt	If less than \$25, no receipt If \$25 or greater, receipt needed
Parking (International)	56030	If less than \$75: no receipt If \$75 or greater: receipt	If less than \$25, no receipt If \$25 or greater, receipt needed
Permit Fees	77236	If less than \$75: no receipt If \$75 or greater: receipt	Itemized receipt for all amounts
Photographic Services	52660	If less than \$75: no receipt If \$75 or greater: receipt	Itemized receipt for all amounts
Professional Development	56420	If less than \$75: no receipt If \$75 or greater: receipt	Itemized receipt for all amounts
Professional Fees	52190	If less than \$75: no receipt If \$75 or greater: receipt	Itemized receipt for all amounts
Professional Licenses	58235	If less than \$75: no receipt If \$75 or greater: receipt	Itemized receipt for all amounts
Professional Organization Dues	58210	If less than \$75: no receipt If \$75 or greater: receipt	Itemized receipt for all amounts
Promotional Items	52810	If less than \$75: no receipt If \$75 or greater: receipt	Itemized receipt for all amounts
Publishing Expenses	62470	If less than \$75: no receipt If \$75 or greater: receipt	Itemized receipt for all amounts

Recruiting - Events	56340	If less than \$75: no receipt If \$75 or greater: receipt	Itemized receipt for all amounts
Recruiting Faculty/Staff	56300	If less than \$75: no receipt If \$75 or greater: receipt	Itemized receipt for all amounts
Recruiting Student	56330	If less than \$75: no receipt If \$75 or greater: receipt	Itemized receipt for all amounts
Shipping/Mailing/Stamps	62440	If less than \$75: no receipt If \$75 or greater: receipt	Itemized receipt for all amounts
Supplies - Computer	53210	If less than \$75: no receipt If \$75 or greater: receipt	Itemized receipt for all amounts
Supplies - Hosted Software	52665	If less than \$75: no receipt If \$75 or greater: receipt	Itemized receipt for all amounts
Supplies - Lab/Research	53300	If less than \$75: no receipt If \$75 or greater: receipt	Itemized receipt for all amounts
Supplies - Lab/Instructional	53100	If less than \$75: no receipt If \$75 or greater: receipt	Itemized receipt for all amounts
Supplies - Noncap Equipment	53800	If less than \$75: no receipt If \$75 or greater: receipt	Itemized receipt for all amounts
Supplies - Office	53200	If less than \$75: no receipt If \$75 or greater: receipt	Itemized receipt for all amounts
Supplies - Software	53810	If less than \$75: no receipt If \$75 or greater: receipt	Itemized receipt for all amounts.