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.

Francisco Trans		Vice Core Cord	•	Cook
Expense Type	Account	Visa Corp Card	Personal Card	Cash
		If less than \$75: no		
		receipt		
Advertising/PR		If \$75 or greater:		
Recruiting	62490	receipt	Itemized receipt for all amounts	
Airfare - Domestic	56100	Itinerary w/amount showing agencies used		es used
Airfare - International	56030	Itinerary w/amount showing agencies used		es used
		If less than \$75: no		
		receipt		
		If \$75 or greater:		
Audio Visual Services	52720	receipt	Itemized receipt for	all amounts
Auto Rental -				
Domestic	56100	Rental Agreement w/amount		t
Auto Rental -				
International	56030	Rental Agreement w/amount		t
Baggage Fees -				
Domestic	56100	Itemized receipt for all amounts		nts
Baggage Fees -				
Domestic	56030	Itemized receipt for all amounts		
		If less than \$75: no		
		receipt		
Books, Periodicals,	57400	If \$75 or greater:		
Journals		receipt	Itemized receipt for	all amounts
		If less than \$75: no		
		receipt		
	= 64.00	If \$75 or greater:	Under \$25: Summary Re	•
Catering – Alcohol	56122	receipt	greater, summary and it	emized receipt.
		If less than \$75: no		
	56545	receipt		
	56515	If \$75 or greater:		
Catering – Food		receipt	Itemized receipt for	all amounts
		If less than \$75: no		
		receipt		
		If \$75 or greater:		
Cell Phone Charges	82450	receipt	Itemized receipt for	all amounts

	T	1	
		If less than \$75: no	
		receipt	
Conference		If \$75 or greater:	
Registration	56410	receipt	Itemized receipt for all amounts
		If less than \$75: no	
		receipt	
Copy And Printing		If \$75 or greater:	
Costs	62460	receipt	Itemized receipt for all amounts
Corporate Card Fees	56100	No receipt required. Justification for expense required.	
		If less than \$75: no	
		receipt	
		If \$75 or greater:	
Courier Fees	52190	receipt	Itemized receipt for all amounts
			Itemized receipt for all amounts.
		l and the second	
		If less than \$75: no	Miscellaneous cash tips (e.g. bellman, porter,
B		receipt	valet) should be recorded under this category.
Domestic Travel - Other	56100	If \$75 or greater:	The merchant name should be "cash tips" and
Other	20100	receipt If less than \$75: no	the "no-receipt" box should be checked.
		receipt	
		If \$75 or greater:	
Entertainment	56500	receipt	Itemized receipt for all amounts
		If less than \$75: no	
		receipt	
		If \$75 or greater:	
Field Research	68268	receipt	Itemized receipt for all amounts
		If less than \$75: no	
		receipt	
Freight/Shipping	62430	If \$75 or greater:	
		receipt	Itemized receipt for all amounts
		If less than \$75: no	
Gas For Emory Owned		receipt	
Vehicle	53650	If \$75 or greater:	If less than \$25, no receipt If \$25 or greater,
		receipt	itemized receipt
		If less than \$75:	
Gas For Rental Car		no receipt	
(Domestic)	56100	If \$75 or greater:	If less than \$25, no receipt If \$25 or greater,
		receipt	itemized receipt
		If less than \$75:	
Gas For Rental Car		no receipt	
(International)	56030	If \$75 or greater:	If less than \$25, no receipt If \$25 or greater,
		receipt	itemized receipt
			Itemized receipt for all amounts. Payroll Gift Reporting Requirement:
		If less than \$75: no	Gift certificates of any amount
		receipt	Gifts of tangible personal property greater than or
Gifts - Employee	58010	If \$75 or greater:	equal to \$75Gifts of tangible personal property greater than \$400
dirts - Lilipioyee	20010	receipt	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
			Itemized receipt for all amounts.
International Travel - Other	56030	If less than \$75: no receipt If \$75 or greater: receipt	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:	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

		If loss than \$75, no		
		If less than \$75: no		
Laundry Services		receipt If \$75 or greater:		
(Domestic)	56100	receipt	Itamizad rasaint for	all amounts
	20100		Itemized receipt for	
	=6400	Itemized receipt for all amounts		ts
Living Allowance	56130	56130		
		Itemized Hotel Folio	Itemized Hotel Folio	
		(does not need to	w/\$0 balance; or copy of	
		show \$0 balance	personal credit card	Itemized Hotel
		if amount	statement and hotel	Folio w/\$0 balance,
		matches amount	folio (with matching	must show that
Lodging (Domestic)	56100	charged to	amounts)	cash was tendered
		Itemized Hotel Folio	Itemized Hotel Folio	
		(does not need to	w/\$0 balance; or copy of	
		show \$0 balance	personal credit card	Itemized Hotel
		if amount	statement and hotel	Folio w/\$0 balance,
Lodging		matches amount	folio (with matching	must show that
(International)	56030	charged to	amounts)	cash was tendered
		If less than \$75: no		
		receipt		
Maintenance And		If \$75 or greater:		
Repair	72500	receipt	Itemized receipt for	all amounts
		If less than \$75.		
		If less than \$75:		
Meal - Individual		no receipt	435 6	
(Domestic)	F.C.F.O.F	If \$75 or greater:	Under \$25: Summary F	· ·
,	56505	itemized receipt	greater, summary and i	temized receipt.
		If less than \$75:		
		no receipt		
Meal - Individual		If \$75 or greater:	Under \$25: Summary F	Receipt. \$25 and
(International)	56030	itemized receipt	greater, summary and i	-
		Print out one effe	ctive State Department rate	
		applicable dates of travel:		
Meal - Intl Per Diem	56121	http://aoprals.state.gov/web920/per_diem.asp		
			0 , , , _	<u>'</u>
		If less than \$75: no		
		receipt. If \$75 or		
Meal -		greater: itemized	Under \$25: Summary	Receipt. \$25 and
Business/Group < 10		receipt. Attendees	greater, summary and	•
(Domestic)	56505	Names.	Attendees N	lames.
		If less than \$75, no		
		If less than \$75: no		
NA I		receipt. If \$75 or	Hada (605 - 6	Descint 605 1
Meal -		greater: itemized	Under \$25: Summary	•
Business/Group < 10	F.C.F.C.F	receipt. Attendees	greater, summary and	•
(International)	56505	Names.	Attendees N	lames.
		If less than \$75: no		
		receipt. If \$75 or		
Meal -		greater: itemized	Under \$25: Summary	Receint \$25 and
Business/Group 10 or		receipt. Number of	greater, summary and	•
more (Domestic)	56505	attendees.	Number of at	•
more (Domestic)	20202	attenuces.	ואטוווטפו טו מני	teriuces.

			<u> </u>	
		If less than \$75: no		
		receipt. If \$75 or		
Meal -		greater: itemized	Under \$25: Summary Receipt. \$25 and	
Business/Group 10 or		receipt. Number of	greater, summary and itemized receipt.	
more (International)	56505	attendees.	Number of attendees.	
		If less than \$75: no		
		receipt		
		If \$75 or greater:	Under \$25: Summary Receipt. \$25 and	
Meal - Alcohol	56122	receipt	greater, summary and itemized receipt.	
Mileage on Personal		Under \$25 roundtrips or Emory to/from Oxford, no Mapquest. Over		
Auto	56105	\$25 roundtrip, Mapquest.		
		If less than \$75: no		
		receipt		
		If \$75 or greater:	If less than \$25, no receipt If \$25 or greater,	
Parking (Domestic)	56100	receipt	receipt needed	
		If less than \$75: no		
		receipt		
De die et e	F.C.0.0.0	If \$75 or greater:	If less than \$25, no receipt If \$25 or greater,	
Parking (International)	56030	receipt	receipt needed	
		If less than \$75: no		
		receipt		
Dormit Foos	77226	If \$75 or greater:	Itamized receipt for all amounts	
Permit Fees	77236	receipt If less than \$75: no	Itemized receipt for all amounts	
		receipt		
		If \$75 or greater:		
Photographic Services	52660	receipt	Itemized receipt for all amounts	
		If less than \$75: no	Termination and amounts	
Professional		receipt		
	56420	If \$75 or greater:		
Development	J042U	receipt	Itemized receipt for all amounts	
		If less than \$75: no	·	
		receipt		
Professional Fees	52190	If \$75 or greater:		
		receipt	Itemized receipt for all amounts	
		If less than \$75: no		
		receipt		
Professional Licenses	58235	If \$75 or greater:		
		receipt	Itemized receipt for all amounts	
		If less than \$75: no		
Professional		receipt		
Organization Dues	58210	If \$75 or greater:		
		receipt	Itemized receipt for all amounts	
		If less than \$75: no		
		receipt		
Promotional Items	52810	If \$75 or greater:	Itamized receipt for all amounts	
		receipt If less than \$75: no	Itemized receipt for all amounts	
		receipt		
5 1 11 1 5	60.4=0	If \$75 or greater:		
Publishing Expenses	62470	receipt	Itemized receipt for all amounts	
		ι ε ε ε ε ε ε ε ε ε ε ε ε ε ε ε ε ε ε ε	itemized receipt for all afflourts	

		If less than \$75: no	
		receipt	
Recruiting - Events	56340	If \$75 or greater:	
recruiting Events	30340	receipt	Itemized receipt for all amounts
		If less than \$75: no	
		receipt	
Recruiting Faculty/Staff	E6200	If \$75 or greater:	
Recitifing Faculty/Staff	50300	receipt	Itemized receipt for all amounts
		If less than \$75: no	'
		receipt	
Pocruiting Student	56330	If \$75 or greater:	
Recruiting Student	50550	receipt	Itemized receipt for all amounts
		If less than \$75: no	·
Shipping/Mailing/Stam		receipt	
	62440	If \$75 or greater:	
ps	02440	receipt	Itemized receipt for all amounts
		If less than \$75: no	·
		receipt	
Supplies - Computer	53210	If \$75 or greater:	
Supplies - Computer	55210	receipt	Itemized receipt for all amounts
		If less than \$75: no	·
Supplies - Hosted		receipt	
• •	52665	If \$75 or greater:	
Software	52005	receipt	Itemized receipt for all amounts
		If less than \$75: no	·
Supplies - Lab		receipt	
	53300	If \$75 or greater:	
ricscaren	33300	receipt	Itemized receipt for all amounts
		If less than \$75: no	
Supplies -		receipt	
• •	53100	If \$75 or greater:	
Laby moti actional	55100	receipt	Itemized receipt for all amounts
		If less than \$75: no	
Supplies - Noncap		receipt	
Equipment	53800	If \$75 or greater:	
Equipment	33000	receipt	Itemized receipt for all amounts
		If less than \$75: no	
		receipt	
Supplies - Office	53200	If \$75 or greater:	
		receipt	Itemized receipt for all amounts
		If less than \$75:	
		no receipt	
Supplies - Software	53810	If \$75 or greater:	
Supplies - Suitwale	23010	receipt	Itemized receipt for all amounts.
		1	·