

Sample Reimbursement Receipts

SOMeCA
SOAR/Student Media/Cultural Arts & Diversity

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1. Printed Receipt
2. Hand-Written Receipt
3. Invoice
4. Invoice with Individual Named for Billing

RECEIPT REQUIREMENTS

Receipts submitted for reimbursements must contain the following information in order to be processed:

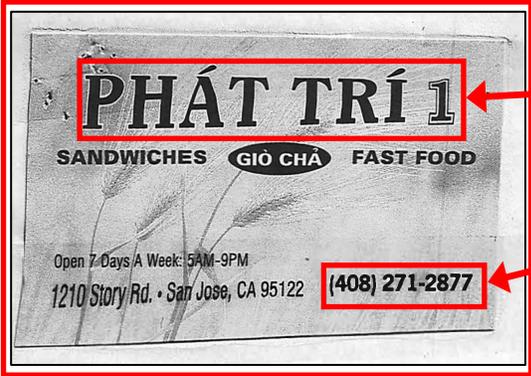
1. Vendor name
2. Vendor contact information
3. Itemized
4. Indication of payment and/or balance of "\$0.00"

If the receipt itself does not contain the name and contact information for a vendor, a business card must be attached.

Additionally, if there is an individual named on a receipt or invoice that individual must be the payee of the reimbursement.

The necessary information is indicated on the receipts sampled here in order to exemplify the various ways that receipt requirements can be met.

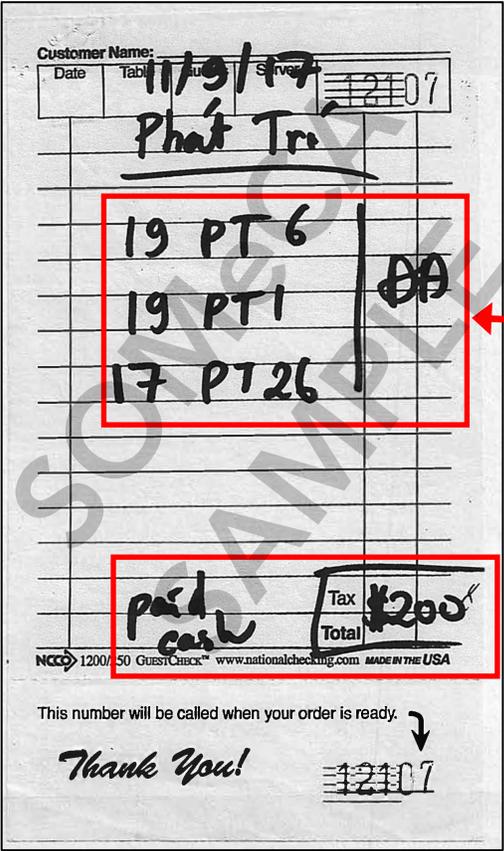
Hand-Written Receipt



Vendor name

Vendor contact information

Business card because vendor information is not on receipt



Itemized

Indication of payment (and/or balance of "\$0.00")

Invoice

Really Cool T-Shirt Printers
1800 Cool Drive,
Santa Cruz, CA
95062
831-555-1234

Vendor Name

Vendor Contact Information

INVOICE

Invoice # 1234
Invoice Date June 5, 2018
PO # n/a
Balance Due (USD) \$0.00

Itemized

Item	Description	Unit Cost	Quantity	Line Total
T-Shirts	Really Cool T-Shirts	16.00	20	320.00

Subtotal 320.00
CA Tax (Shipping in California) 7.25% 23.20
Total 343.20
Amount Paid 343.20
Balance Due (USD) \$0.00

Indication of Payment
(and/or Balance of
"\$0.00")

Terms
Payment due upon receipt

Invoice with Individual Named for Billing



Final Details for Order #113-9900000-2000000

[Print this page for your records.](#)

Order Placed: February 4, 2018
Amazon.com order number: 113-9900000-2000000
Order Total: \$17.92

Shipped on February 7, 2018

Items Ordered

	Price
1 of: <i>8 Pack Multi Use/Color Panasonic Eneloop Rechargeable Ni-HM AAA batteries - Eneloop tones expeditions</i> <small>Sold by: ED Supply (seller profile)</small> Condition: New	\$22.95
1 of: <i>8 Pack AA Multi Use/Color Panasonic Eneloop Rechargeable Ni-HM batteries - Eneloop tones Expedition</i> <small>Sold by: ED Supply (seller profile)</small> Condition: New	\$23.95
1 of: <i>Panasonic BQ-CC17SBA eneloop Advanced Individual Battery Charger with 4 LED Charge Indicator Lights, White</i> <small>Sold by: Amazon.com Services, Inc.</small> Condition: New	\$20.76

Shipping Address:
 Sammy Slug
 1156 HIGH ST.
 SANTA CRUZ, CA 95064
 United States

Shipping Speed:
 Two-Day Shipping

Payment Method:
 Visa | Last digits: 1069
 Gift Card

Billing address
 Billy Bug
 1156 HIGH ST.
 SANTA CRUZ, CA 95064
 United States

Credit Card transactions

Billy must be the payee of the reimbursement because they are listed under the billing address even though Sammy is under the shipping address.

Payment information

Item(s) Subtotal: \$67.66
 Shipping & Handling: \$0.00

 Total before tax: \$67.66
 Sales Tax: \$1.87
 Gift Card Amount: -\$51.61

Total for This Shipment: \$17.92
Total paid by Gift Card: -\$51.61

Item(s) Subtotal: \$67.66
 Shipping & Handling: \$0.00

 Total before tax: \$67.66
 Estimated tax to be collected: \$1.87
 Gift Card Amount: -\$51.61

Grand Total: \$17.92

Visa ending in 1000: February 7, 2018: \$17.92

To view the status of your order, return to [Order Summary](#).