

Reimbursement Requirements

Receipts

Acceptable **receipts** include vendor invoices, charge slips, cash register receipts, packing slips, or printout of E-mail or web page transaction confirmation, provided they include the following information. SCREENSHOTS from phones typically cut off required information and are NOT recommended.

Receipts should contain the following five required elements:

1. **Name of vendor** (*person or company you paid*)
2. **Transaction date** (*when you paid*)
3. **Detailed description of goods or services purchased** (*what you bought*)
4. **Amount paid**
5. **Form of payment** (*how you paid – cash, check, or last four digits of credit card; or if invoice, stamped “paid” with an official vendor’s stamp, or marked “paid” and signed or initialed by the vendor, or processed through the vendor’s cash register to indicate a “cash sale”*)

Proofs of payment

Provide a proof of payment if receipt info is incomplete

- **Cleared check** – obliterate the bank routing and account numbers printed on the bottom of the check, leaving any numbers in the lower right corner visible. Check the endorsement side of the check and obliterate any legible numbers. Most cleared checks are available as scanned images from your online bank account.
- **Credit card or Bank statement** – please redact/ obscure cardholder address, account number, summary of account information (payment due, balance, etc.) and all other details not relevant to the particular transaction for which reimbursement is requested. Only include relevant information that will document payment for the specific card in question.

IMPORTANT:

Purchases from **Amazon** via Personal Accounts can NOT be reimbursed. Items from Amazon must be purchased via [UT Market Place](#)

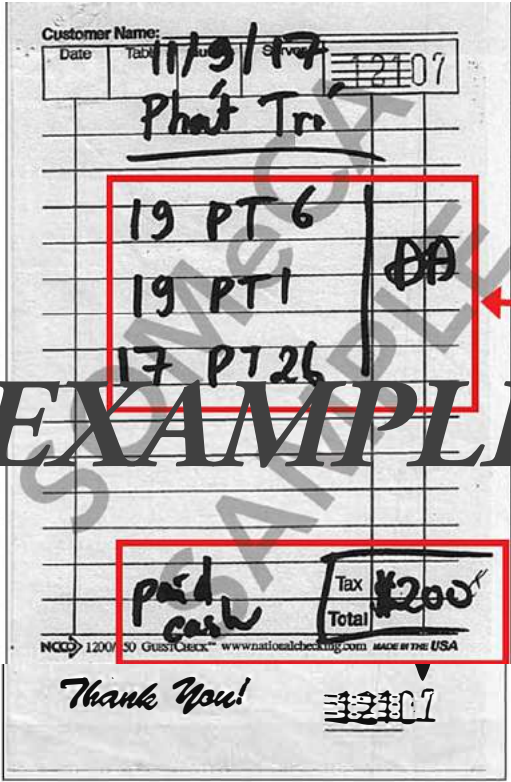
Hand-Written Receipt



Vendor name

Vendor contact information

Business card because vendor information is not on receipt



Itemized

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

EXAMPLE

Invoice

Vendor Name
Really Cool T-Shirt Printers

Vendor Contact Information
95062

INVOICE

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

| 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

IMPORTANT:
Purchases from Amazon via Personal Accounts **CANNOT be reimbursed.**
Items from Amazon must be purchased via UT Market Place

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

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

Shipping Address:
[Redacted]

Shipping Speed:
Two-Day Shipping

Payment Method:
VISA Last digits: 1069
Gift Card

Billing address
[Redacted]

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.

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

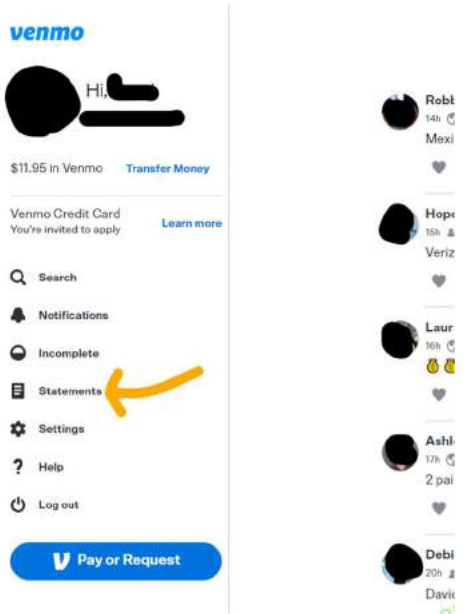
Grand Total: \$17.92

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

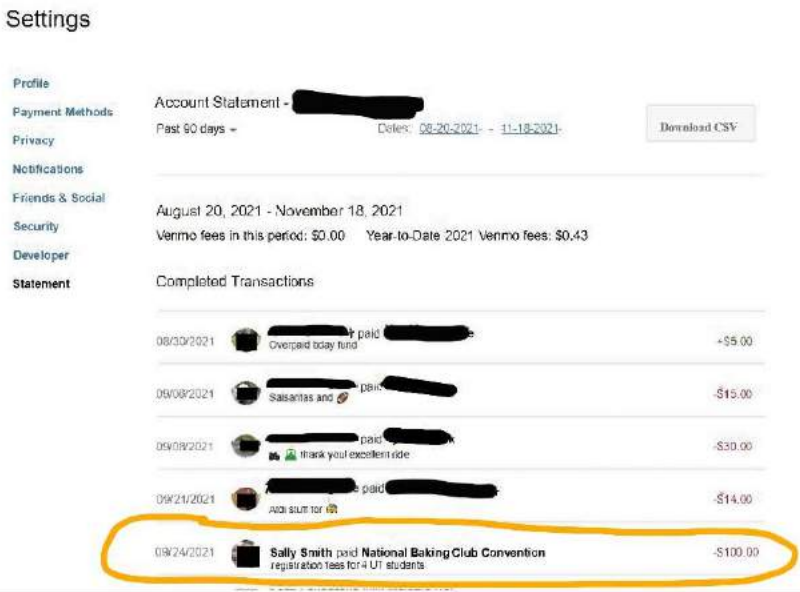
To view the status of your order, return to [Order Summary](#).

How to Submit Receipts for items paid via VENMO

- 1. Log-in to your Venmo account via a web browser on a laptop/desktop computer. (*VERY IMPORTANT- The mobile app on Android, iOS, etc. do NOT support the required receipt image and screenshots from such cannot be processed. Must open venmo from browser on a laptop/desktop computer*).
- 2. Click the “Statements” menu under your profile menu options (on the left)



- 3. Capture screen image or Print Page to PDF (*feel free to redact everything else besides your name and the trans details*)



4. Under “Completed Transactions” click on the transaction you will be submitting for reimbursement. It will open the transaction, showing additional details. Once transaction is open, capture screen or print page to PDF. The purchase note MUST indicate what the purchase was for (*ex: registration fees, etc.*)

Settings

| | | |
|------------------|--|--|
| Profile |  Sally Smith paid National Banking Club Convention registration fees for 4 UT students | -\$100.00 |
| Payment Methods | | |
| Privacy | Source | Bank Of America, N.a. Personal Checking · 1630 |
| Notifications | Fee | No Fee |
| Friends & Social | Status | Complete |
| Security | Date | September 24th, 2021 |
| Developer | Time | 6:08 PM |
| Statement | Transaction ID | 3370150953041789196 |

5. With your reimbursement request the following documentation needs to be submitted for each Venmo purchase requiring reimbursement:

- a. Screen Image or PDF of Venmo Statements Page (example in #3)
- b. Screen image or PDG of specific reimbursable completed Venmo transaction (example in #4)
- c. Registration form or any supplemental information that shows the registration details/ costs of the event. Examples of such include:
 - *Registration website (print to/ save as PDF)*
 - *Registration Packet or Pamphlet (saved or scanned as PDF)*
 - *Email from event organizer confirming registration details/ costs (print to/save as PDF)*

Paypal Receipt Examples

The types of receipts that are accepted for reimbursement from the SOTF include:

- 1.) Registration/ Confirmation Receipt from event or vendor, which notes method of payment
- 2.) Email Receipt/ Confirmation send from Paypal
- 3.) Receipt Downloaded from Paypal.com Account

NOTE: Please do NOT submit screenshots of Paypal Receipts from a smart phone as many times most of the necessary information for reimbursement is cut off. Please use one of the methods listed and shown below

Below are examples of the 2 of the 3 types of receipts from Paypal that are accepted for reimbursement from the SOTF.

1.) Email Receipt/ Confirmation send from Paypal

- *Save As or Print As PDF to upload to Post Event Report*

From: service@paypal.com <service@paypal.com>
Sent: Wednesday, November 16, 2022 9:10 AM
To: [REDACTED]
Subject: Receipt from CHICK-FIL-A #00994 for your \$13.15 USD purchase

Hello, [REDACTED]



You authorized \$13.15 USD payment to
CHICK-FIL-A #00994.

Thanks for using PayPal.

Transaction details

Transaction ID
1BC79517SY189410T

Transaction date
November 16, 2022

Authorization code: 2LRNPO

| | |
|--------------------------------|--------------------|
| Subtotal | \$13.15 USD |
| Total payment to seller | \$13.15 USD |

Transaction summary

Payment method:

BANK OF AMERICA, N.A. x [REDACTED] \$13.15 USD

Fees/taxes collected by PayPal
\$0.00 USD

Payment from

[REDACTED]
[REDACTED]

Payment to

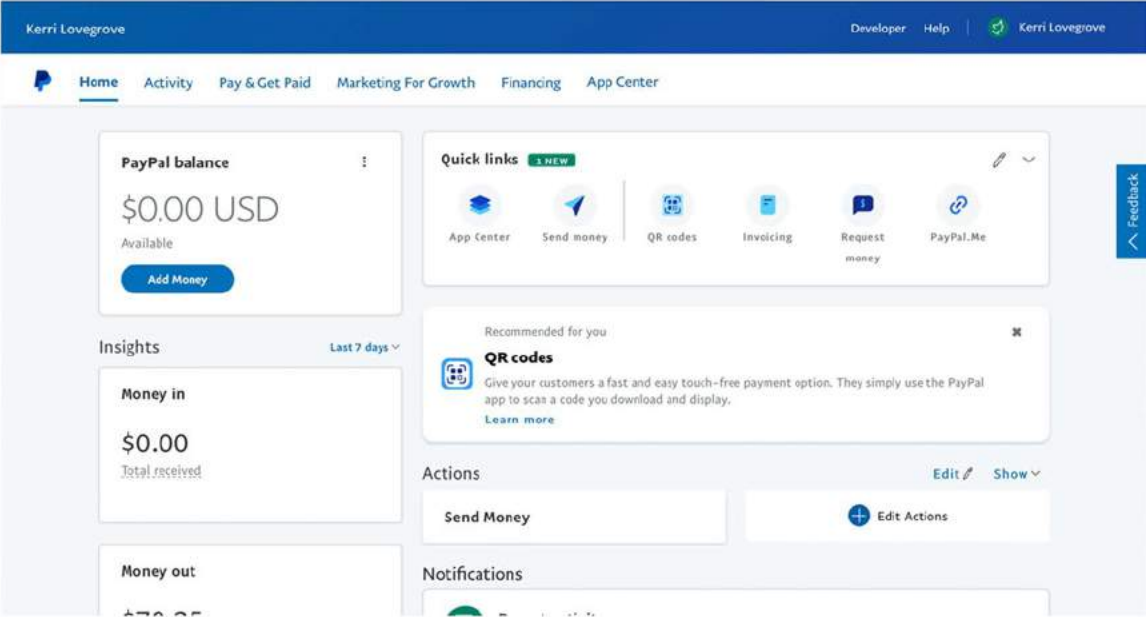
CHICK-FIL-A #00994
Address: 9646 KINGSTON PIKE, KNOXVILLE, TN 379220000

For returns or refunds, check the CHICK-FIL-A #00994 policy on your store receipt or contact the store directly for help.

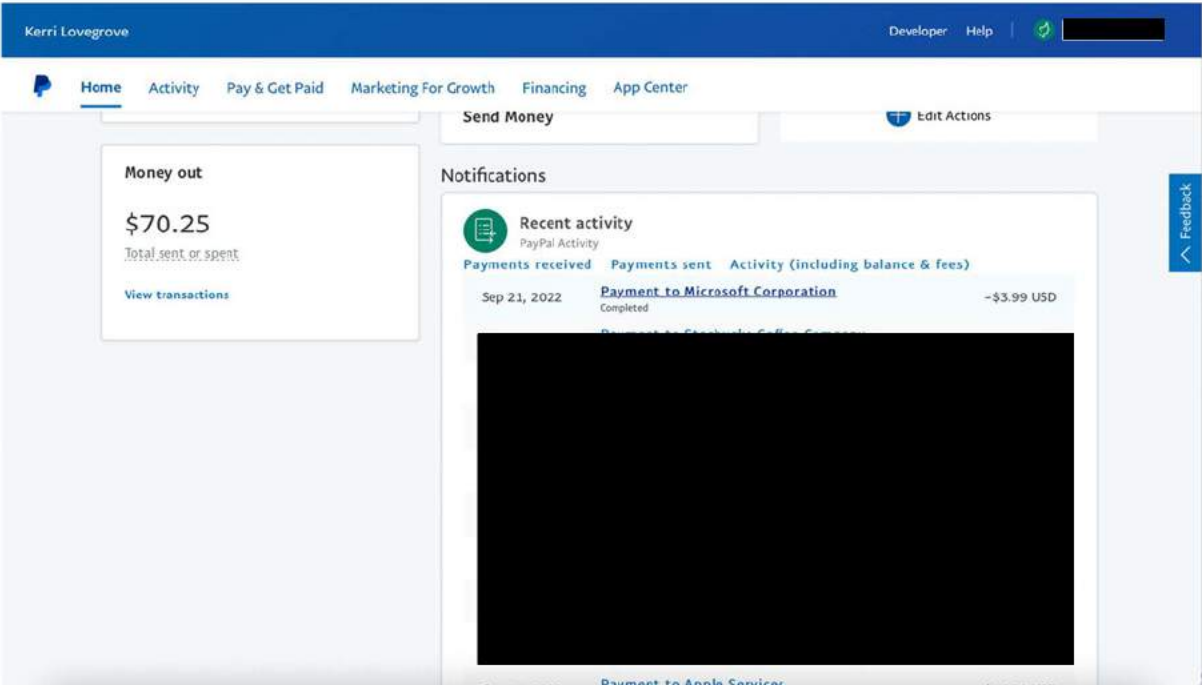
2.) Receipt Downloaded from Paypal.com Account –

- *Save As or Print As PDF to upload to Post Event Report*

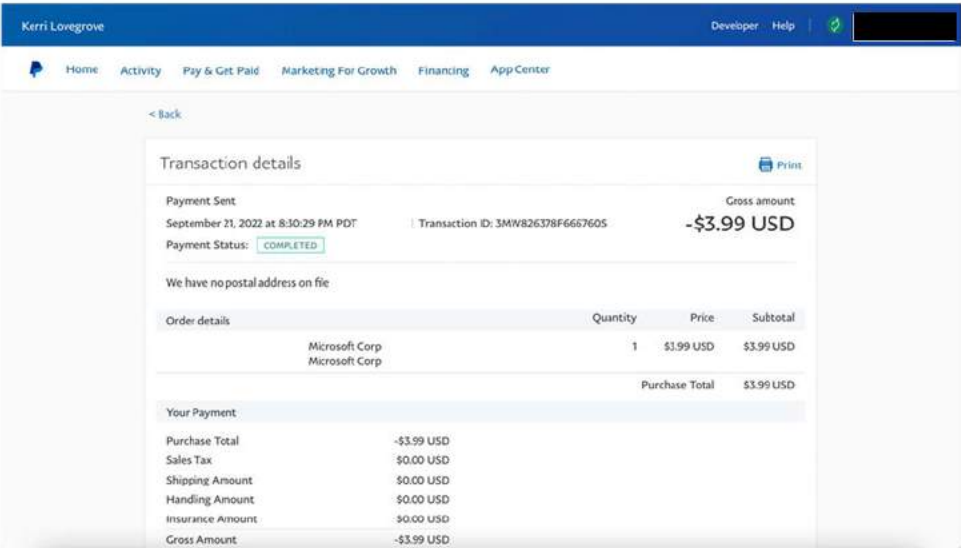
1. If you have an established account, please log in.
2. Once logged in, click on *Activity* on the top header, second on the left.



3. Scroll Down to *Recent Activity* and click on the payment you would like to pull a full receipt for.



4. The following receipt will pull up.



5. Click *Print* on the top right and then *Save as PDF or Print as PDF*.

Transaction details - PayPal 9/22/22, 9:43 AM

Transaction details September 21, 2022 at 8:30:29 PM PDT | Transaction ID: 3MW826378F6667605

Payment Sent Gross amount
Payment Status: **Completed** **-\$3.99 USD**

We have no postal address on file

| Order details | Quantity | Price | Subtotal |
|----------------------------------|----------|------------|------------|
| Microsoft Corp Microsoft Corp | 1 | \$3.99 USD | \$3.99 USD |
| Purchase Total | | | \$3.99 USD |

Your Payment

| | |
|------------------|-------------|
| Purchase Total | -\$3.99 USD |
| Sales Tax | \$0.00 USD |
| Shipping Amount | \$0.00 USD |
| Handling Amount | \$0.00 USD |
| Insurance Amount | \$0.00 USD |
| Gross Amount | -\$3.99 USD |
| PayPal Fee | \$0.00 USD |
| Net Amount | -\$3.99 USD |

Invoice ID: Z51NGG.ADA9ZW

Contact info: Microsoft Corporation
The receiver of this payment is **Verified**
MicrosoftBilling.donotreply@microsoft.com

Payment Sent to: MicrosoftBilling.donotreply@microsoft.com

Funding details: Funding Type: Bank Account
Funding Source: -\$3.99 USD - BANK OF AMERICA, N.A. ending in x- [REDACTED]
Backup Funding Source: MCARD ending in x- [REDACTED]

Need help?
Go to the Resolution Center for help with this transaction, to settle a dispute or to open a claim.

Memo: Microsoft Corp

[View Billing Agreement Terms & Conditions](#)