

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 6	Fiscal Policies and Procedures	Effective:	May 2000
Section 6.2	Travel Policies and Procedures	Revised:	September 2009
Policy 6.2.15	Receipts for Travel Expenses	Responsibility:	Assistant Vice President for Business Affairs

RECEIPTS FOR TRAVEL EXPENSES

Policy

Original receipts must be submitted with the [Travel Voucher](#) for:

1. rented or public transportation
 2. lodging;
 3. registration, workshop, and other attendance fees; or
 4. miscellaneous purchases (gas for rental cars, books, videos, abstracts, passport, visa, and inoculation fees for foreign travel, etc.).
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Required Receipts

Required receipts consist of:

1. airline passenger coupons;
 2. itemized hotel bills with payment shown;
 3. car rental agreement/receipts;
 4. taxi, shuttle, rail, etc.
 5. parking receipts
 6. charge or cash receipt or copies of checks or charge bill for gas purchases for rental cars, books, videos, abstracts, etc.
 7. Receipts should be taped to 8-1/2" x 11" sheets of paper and attached to the [Travel Voucher](#). Do not staple or highlight receipts.
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If Original Receipts Not Available

If original receipts are not available, the following documentation is required:

1. Airfares: A copy of the ticket with proof of payment (i.e., credit card statement, copy of canceled check) and a certified
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statement from the traveler that reimbursement for the tickets has not been requested of any other person or entity. An explanation must be given as to why the original airline ticket cannot be provided.

2. Lodging: A copy of the itemized hotel bill (showing payments) and a certified statement from the traveler that reimbursement for the lodging has not been requested of any other person or entity. An explanation must be given as to why the original hotel bill and receipt cannot be provided.
 3. Other: A copy of the receipt from the originator and a certified statement from the traveler describing the expense, the amount, and that reimbursement has not been requested of any other person or entity. An explanation must be given as to why the original receipt cannot be provided.
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