



SUPPORTING DOCUMENTATIONS ACCEPTABLE FOR REIMBURSEMENT

1. Paid receipts and paid invoices - must show name, address, and phone number of the company whom payment was made to
2. Copy of front and back of cancelled checks if applicable or a bank statement
3. Payroll summary or payroll register with timecards or payroll slips - salary rate and hours worked must be verifiable
4. For out of state expenses - copy of receipts/invoices and approved Out of State Travel form
5. Travel reimbursement form - must show mileage, date, destination, purpose of travel and approval signature
6. Quotes, order slips, Purchase Order, Purchase Request, and Delivery Receipts are not acceptable for reimbursement. An invoice/receipt or copy of cancelled check front and back must be attached or general ledger print out if necessary
7. Credit card statements - must attach an invoice/receipt or copy of cancelled check or general ledger print out. General ledger print outs are usually submitted by governmental agencies, school districts, community colleges or state universities
8. Furniture and Equipment - receipt or invoice should be attached. Must also attach 3 bids for purchases over \$1,000
9. Gift Cards – must attach the proof of purchase receipt, proof of payment receipt and a list of the recipients and their signatures to verify the receipt of the card
10. Food expenses - receipt must show the detail purchased. It should also include sign-in sheet for workshops/meetings
11. Meal expenses – must attach a receipt itemizing the items purchased. Alcoholic drinks are not an allowable expense. Compensation for meals is reimbursed at the Per Diem rate based on travel location. To determine which per diem rate applies for your primary destination, see <http://www.gsa.gov/mie>.