



**More saving.
More doing.**

Store Receipt Example

Name of Vendor

WE APPRECIATE YOUR BUSINESS
LET US KNOW YOU WILL DEFINITELY BE BACK

Transaction Date

2721 00001 23125 **12/03/18** 11:08 PM
CASHIER MISSY

**Itemizations showing
what was purchased**

| | |
|--------------------------------------|--------|
| 030192012253 SOLVENT <A> | 16.74N |
| KS BRUSH CLEANER GAL | |
| 077089400120 METAL TRAY <A> | |
| 9IN. METAL ROLLER TRAY | |
| 302.76 | 8.28N |
| 077089144123 ROLLER COVER <A> | |
| BETTER 9 X 1/2 IN KNIT POLY ROLLER | |
| 204.07 | 8.14N |
| 093945006619 GO PRO <A> | |
| GOOF OFF PRO 6OZ | |
| 202.65 | 5.30N |
| 051141253138 3M5INDISC612 <A> | 9.97N |
| 3M 5 IN PAINT SANDING DISC 120 GRIT | |
| 051141332796 3M5INDISC60 <A> | 9.97N |
| 3M 5 IN PAINT SANDING DISC 60 GRIT | |
| 071497182524 ROLLER PAIL <A> | 9.97N |
| WOOSTER PELICAN PAIL | |
| 077089101249 WVN&FRM <A> | |
| BEST 4 X 3/8 IN NAP WOY ROLL W FRAME | |
| 204.97 | 9.94N |
| 071497184115 BRUSH <A> | |
| WSTR PRO NP 3.0 ANGLE SASH ALL PAINT | |
| 2015.47 | 30.94N |
| Total INSTANT VOL SAVINGS | |
| | -4.64 |
| MAX REFUND VALUE \$26.30/2 | |
| 071497184092 BRUSH <A> | |
| WSTR PRO NP 2.5 ANGLE SASH ALL PAINT | |
| 2013.47 | 26.94N |
| Total INSTANT VOL SAVINGS | |
| | -4.04 |
| MAX REFUND VALUE \$22.90/2 | |

Proof of Payment

| | | |
|--------------------------|------------|--------------|
| | SUBTOTAL | 127.51 |
| | SALES TAX | 0.00 |
| TAX EXEMPT | | |
| | TOTAL | \$127.51 |
| XXXXXXXXXXXX4307 | MASTERCARD | |
| | | USD\$ 127.51 |
| AUTH CODE 025385/1011375 | | TA |
| AID A0000000041010 | MASTERCARD | |



Final Details for Order #114-5594887-5502653

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

Order Placed: March 25, 2019
Amazon.com order number: 114-5594887-5502653
Order Total: \$20.62

Shipped on March 25, 2019

Items Ordered

| Items Ordered | Price |
|--|---------|
| 1 of: <i>Dialogue: The Art Of Thinking Together</i> , Isaacs, William Sold by: great DNA science (seller profile) | \$20.62 |

Condition: New

Shipping Address:

PAYEE NAME
UNIVERSITY ADDRESS
ANN ARBOR, MI 48108-8677
United States

Shipping Speed:

Two-Day Shipping

Item(s) Subtotal: \$20.62
Shipping & Handling: \$0.00

Total before tax: \$20.62
Sales Tax: \$0.00

Total for This Shipment: \$20.62

Payment information

Payment Method:

MasterCard | Last digits: 2370

Billing address

PAYEE NAME
UNIVERSITY ADDRESS
ANN ARBOR, MI 48108-8677
United States

Item(s) Subtotal: \$20.62
Shipping & Handling: \$0.00

Total before tax: \$20.62
Estimated tax to be collected: \$0.00

Grand Total: \$20.62

Credit Card transactions

MasterCard ending in 2370: March 25, 2019: \$20.62

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

Amazon Receipt Example

Item has shipped—Amazon does not process payment until the order has shipped

Itemization detailing what was purchased

Shipping address shows a University address (Unless only books were purchased)

Purchaser name matches person being reimbursed

Proof of Payment including date of purchase and payment method

*Amazon orders over \$75 must have this line shown on receipt



2323 Anderson Ave Suite 225, Manhattan, KS 66502-2912
P: 785.532.5717

RECEIPT

INVOICE NUMBER: INV-193093-F9D8B1

TO:
Payee Name

2000 Bonisteel Dr
Stamps School of Art & Design
Ann Arbor, MI 48109-2069

| PYMT DATE | DESCRIPTION | QTY | UNIT PRICE | DISCOUNT | TOTAL |
|-----------|--|-----|------------|----------|------------|
| | R5C19-Registration Fee - - Region 5 Conference 2019 | 1 | \$145.00 | \$0.00 | \$145.00 |
| | Awakening the Drive within Yourself - | 1 | \$50.00 | \$0.00 | \$50.00 |
| 1/28/2019 | Mastercard - Approved - Captured: 2245 - CARD/CHECK #: 0960 | 1 | \$0.00 | \$0.00 | (\$195.00) |

TOTAL CHARGES \$195.00

AMOUNT PAID (\$195.00)

BALANCE DUE \$0.00

All amounts are shown in US Dollars.

Registration Receipt Example

Name of Vendor

Name of Purchaser

Itemization showing
what was purchased

Proof of Payment

Payment Date

NACADA
2323 Anderson Ave Suite 225
Manhattan, KS 66502-2912
P: 785.532.5717 // F: 785.532.7732

Thank you for your payment!

Hotel Receipt Example

Fairmont

Fairmont Austin Hotel
 101 Red River Street
 Austin, TX, United States 78701
 T +1 512 600 2000 F +1 512 580 0198

University of Michigan
 Payee Name
 3003 State Street
 Ann Arbor MI 48105

Room : 1931
 Folio # : 20438
 Cashier # : 4388
 Page # : 1 of 1
 Group Name IMMUNOLOGY 2018

Confir # : 36001596
 CRS # : 32KVGQVT0
 Reference # :
 Arrival : 05-05-18
 Departure : 05-08-18

Name and Address of Vendor

Name of Guest

Itemized Room Charge and Taxes For Each Night of Stay

Transaction Date and Proof of Payment Showing \$0.00, "Paid" or last 4 Digits of Card Used

| Date | Description | Additional Information | Charges | Credits |
|--------------------|-----------------------------|------------------------|---------------|---------------|
| 05-05-18 | Room Charge | | 264.00 | |
| 05-05-18 | Room Occupancy State Tax 6% | | 15.84 | |
| 05-05-18 | Room City Tax 9% | | 23.76 | |
| 05-06-18 | Room Charge | | 264.00 | |
| 05-06-18 | Room Occupancy State Tax 6% | | 15.84 | |
| 05-06-18 | Room City Tax 9% | | 23.76 | |
| 05-07-18 | Room Charge | | 264.00 | |
| 05-07-18 | Room Occupancy State Tax 6% | | 15.84 | |
| 05-07-18 | Room City Tax 9% | | 23.76 | |
| 05-08-18 | American Express | XXXXXXXXXXXX1003 XX/XX | | 910.80 |
| Total | | | 910.80 | 910.80 |
| Balance Due | | | 0.00 | |

To provide feedback about your stay, please contact Tom Voss, Managing Director, at tom.voss2@fairmont.com
 We also invite you to share memories of your experience on our community forum - visit fairmontmoments.com



Airfare Receipt Example

Date of Purchase: Dec 08, 2018

Date of Purchase

Flight Receipt for Detroit, MI to Washington-Reagan National, DC

Name of Passenger

PASSENGER INFORMATION

PAYEE NAME

Confirmation Number: GX463W

Ticket Number: 0062350668519

Ticket Number

SkyMiles Number: 2629024064

FLIGHT INFORMATION

Date and Flight

DTW>DCA
Sun 09Dec2018 DL 1352

Status

CKIN

Class

K

Seat/Cabin

29C

Airfare Class

DCA>DTW
Sat 15Dec2018 DL 2680

OPEN

L

15D

Flight Itinerary

DETAILED CHARGES

Air Transportation Charges

Base Fare: \$453.95 USD

Taxes, Fees & Charges:

United States - September 11th Security Fee(Passenger

Civil Aviation Security Service Fee) (AY) \$11.20 USD

United States - Transportation Tax (US) \$34.05 USD

United States - Passenger Facility Charge (XF) \$9.00 USD

United States - Flight Segment Tax (ZP) \$8.20 USD

Itemization Showing Amount of Airfare and Taxes

Total Price:

\$516.40 USD

Proof of Payment

Paid with American Express *****2009

Airfare E-Receipt Example

Expense
E-Receipt
Receipt Image
Available Receipts

Passenger Receipt

PASSENGER NAME

| Depart | Arrive | Date | Flight # | Class of Service |
|---|---|--------------------|----------|-------------------|
| Nashville Airport, TN | Detroit Metropolitan Wayne County Airport, MI | 07/25/2019 6:10 AM | DL2973 | T - Economy class |
| Detroit Metropolitan Wayne County Airport, MI | Nashville Airport, TN | 07/26/2019 5:40 PM | DL2182 | T - Economy class |

| | | |
|---------------------|----------|-----------------|
| FARE | : | \$278.96 |
| TAXES | : | \$49.52 |
| TICKET TOTAL | : | \$328.48 |
| PAID | : | \$328.48 |

Ticket Number : 0067377944486

| | | | |
|-----------------|---|---------------|---|
| Ticket Issued | : | 07/08/2019 | Endorsement Restrictions TRANSPORTATION SUBJECT TO TERMS OF CARRIAGE PRINTED INSIDE OF TICKET JACKET |
| Days In Advance | : | 16 | |
| Issued By | : | Conlin Travel | |

Date of Purchase

Proof of Payment

Itemization Showing Amount of Airfare and Taxes

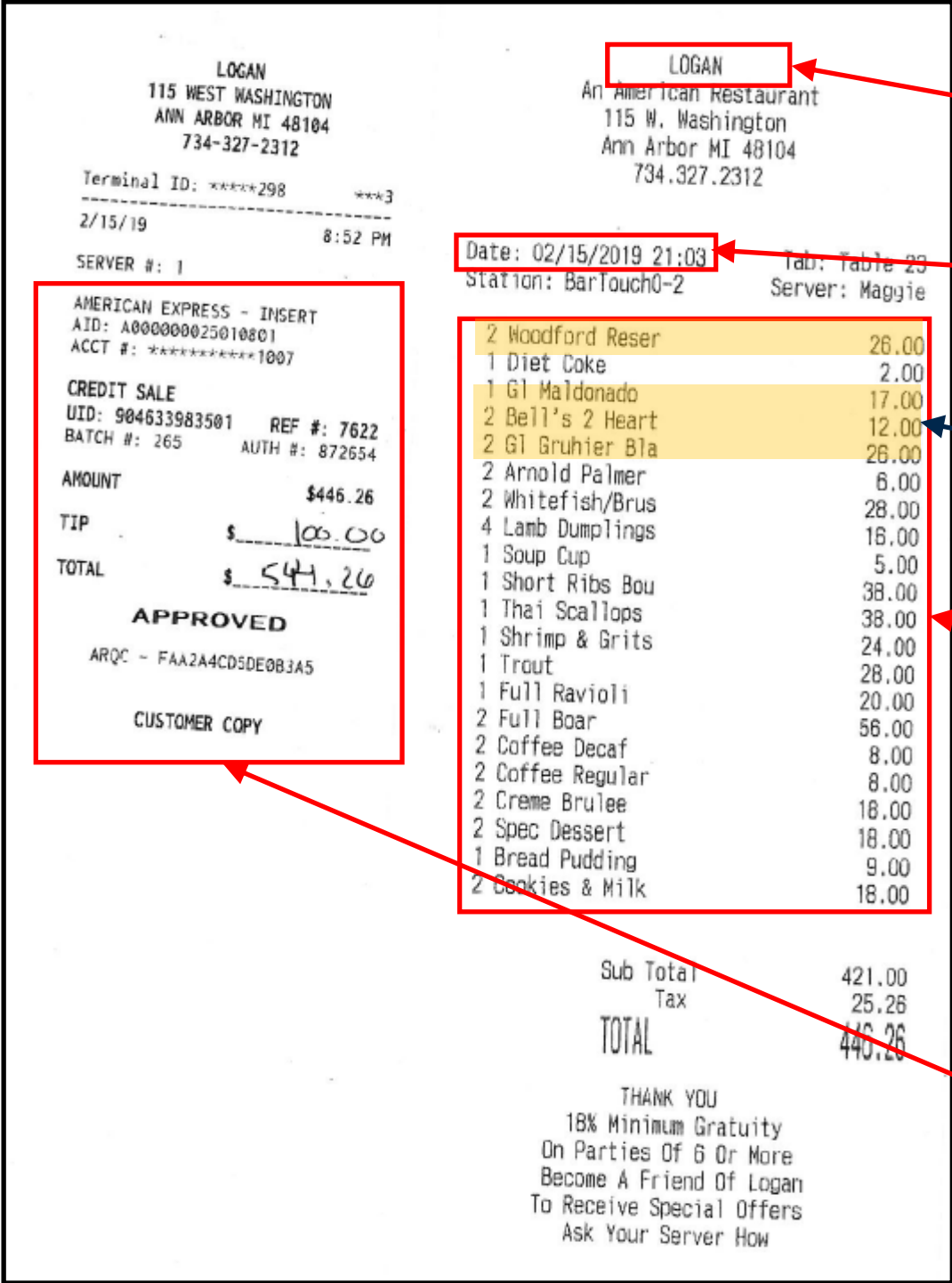
When flights are booked through CTP, an E-Receipt will be provided. E-Receipts are an acceptable form of receipt. These are automatically uploaded to Chrome River to the travel arrangers profile.

Flight Itinerary

Ticket Number

Airfare Class

Hosting Receipt Example



Name of Vendor

Date and Time of Meal

If alcohol is included, ask for a separate receipt showing alcohol only, or highlight the items that are alcohol

Itemization showing what was purchased

The SPG does not require an itemized receipt for hosting if a credit card slip is available, however, the SSC requests this in order to determine if alcohol was included.

Credit card slip showing total including tip

*If an itemized receipt is not provided, please indicate if alcohol was purchased and the dollar amount of the alcohol portion

Thanks for riding with Michigan Green Cab Ann Arbor

Below is a summary of your trip



Taxi Receipt Example

Name of Vendor

Date of Trip

Passenger Name
(Optional)

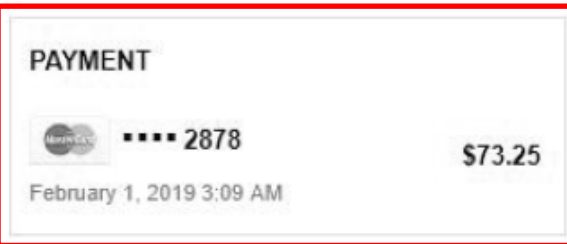
Thursday, January 31, 2019

\$73.25

Your driver was Charlie

| | |
|-----------------------------|---------|
| SUBTOTAL | \$49.00 |
| SURCHARGES | \$12.00 |
| Temporary Surcharge: \$2.00 | |
| AP Parking: \$10.00 | |
| TIP | \$12.25 |

Proof of Payment



Itemization showing
to/from destinations

Pickup: 9:15 PM
A KDTW (DTW), Detroit, MI, USA

Dropoff: 9:50 PM
B 1415 Washington Heights Ann Arbor,
MI 48109

24.73 mi

35 minutes

Handwritten Receipt Example

B01346

ARECIBO
CAR SERVICE
(718) 783-6465 • (718) 783-3030
Official Taxi Receipt

Thank you

Date 01-31-19

From Brooklyn

To LGA

Fare Paid \$ 45.00

Signature [Signature]

Car No. 14

Download our Android & Apple App. - www.arecibocc.com

Vendor Name

Transaction Date

To and From Destinations

Proof of Payment

*Handwritten receipts are allowable

Foreign Receipt Example

領 収 書

3年 1月 26日

J. Jordan 様

金額 ¥ 3,100 円

但し、 高速バス運賃 その他

として、上記金額正に領収いたしました。

日立電鉄交通サービス株式会社
神峰営業所
TEL 0294-21-5245

担当者
林

Return Bus
(¥3,100)

Transaction Date

Transaction Amount with Identification of Currency

Some handwritten receipts have a stamp that indicates payment

領 収 書

現・チ・ク・割引 No. 5944

日付 2019年 01月 26日

車番 000013 0000

基本運賃 ¥1,630円

合計 ¥1,630円

上記の様に領収致しました
毎度ご乗車ありがとうございます。
お忘れ物・お問い合わせは下記まで
ご連絡ください。

有限会社サンタクシー

茨城県那珂郡東海村村松229-6
東 海 (029) 282-0377
(029) 282-2151
F A X (029) 283-1756
ひたちなか (029) 262-3148

← Return
Taxi (¥1,630)

Arrival →
Taxi (¥1,450)

領 収 書

現・チ・ク・割引 No. 2526

日付 2019年 01月 22日

車番 000014 0000

基本運賃 ¥1,450円

合計 ¥1,450円

上記の様に領収致しました
毎度ご乗車ありがとうございます。
お忘れ物・お問い合わせは下記まで
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Description of what was purchased