

Outline of Acceptable Receipts

The listing below is a guide as to what receipts are acceptable when submitting Requests for Check or Travel Expense Reimbursements to accounting. This does not represent all possibilities as to what is or is not acceptable as a receipt. **Receipts are mandatory for reimbursements as stated by IRS guidelines and for auditing purposes.**

- Original itemized receipts showing what was purchased (photo copies are **not** acceptable).
- If making purchases or payments online with a credit card, follow the prompts given by some sites which state that ‘this is your receipt’ and to print a copy for your records. Other online purchases or payments show a zero balance (which means it has been PAID) example: Total due \$100.00

Paid \$100.00
Balance \$.00

OR maybe this example: VS xxxx-xx-1234 \$100.00

- If you are unable to obtain a receipt or have lost a receipt we can also accept the following:
 1. If paid by check: a copy of the cancelled check (accessible with online banking access)
 2. If paid by credit card: a copy of the credit card statement with the amount purchased and highlighted (all other purchases and account number should be blacked out for privacy)

Keep in mind that Hamline University is tax exempt and cannot reimburse for taxes paid on purchases made in Minnesota at stores such as Target, Walmart etc. Hamline University is NOT tax exempt for the following purchases:

- Airline tickets
- Restaurant charges
- Catering
- Rental cars

IMPORTANT NOTE:

If you do not believe that you will be able to provide a receipt for reimbursement (example: Subscription renewals) then consider possible alternatives such as submitting a Request for Check with attached backup and send to accounting for Hamline to pay.

Under no circumstances should you pay for any Honorariums or Professional fees of any kind personally! Honorariums and Professional fees are to be paid directly to individuals through Hamline.

If you are uncertain about what you should do or have questions contact Jackie Jones in Accounts Payable at ext. 3051 or stop by the accounting office.