

## **Fiscal Aid Kit – Acceptable Receipts for DPIs and Petty Cash Requests**

All DPIs that are submitted for reimbursement of expenses paid out-of-pocket **must** include the **original** paid receipts with the appropriate documentation.

Why are original receipts needed?

*To prevent multiple copies being resubmitted, and the payee getting paid more than once.*

Why do I need to tape the receipts to a sheet of paper?

*It makes it easier for Accounts Payable to scan the receipts.*

*It helps loose receipts from becoming lost receipts.*

Please avoid putting tape over the amounts; it makes it hard to read and to scan clearly.

An acceptable receipt is defined as:

- the original receipt
- indicates how the expense was paid; i.e., credit card, paid by check, etc.
- has the itemized detail of charges included

An acceptable receipt shows **proof** that an out-of-pocket expense has been incurred and paid.

The following are **not** acceptable receipts:

- a confirmation
- a faxed copy of a receipt
- a credit card receipt for food that does not include the itemized detailed receipt and names of attendees
- a credit card receipt for a car rental that does not include the itemized detailed receipt
- a conference checklist
- a conference brochure with costs highlighted
- any invoice that does not show how it was paid or that it has been paid

Internet printed receipts are acceptable (no copies or faxes), as long as the acceptable receipt information is contained in the body of the receipt.

An example is: An airline itinerary that includes how it was paid, i.e., it usually shows credit card type and last 4 digits.

For additional information, view:

UNM Policy 4320, section 5, *Purchasing Goods Off Campus*

Fast Info Answer 1086

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**SEE THE FOLLOWING EXAMPLES OF ACCEPTABLE & UNACCEPTABLE RECEIPTS**

Unacceptable Food Receipt

Unacceptable Receipt

- 1) No detailed receipt showing entrees, alcohol, etc.
- 2) No list of attendees' names and if guest or employee

FLYING FISH GRILL  
MISSION BTW OCEAN 7TH  
CARMEL BY THE, CA 93921

11/29/2009 20:51:43  
Merchant ID: 000000001124060  
Terminal ID: 01641504  
226257901992

CREDIT CARD

VISA SALE

CARD # XXXXXXXXXXXXX480  
INVOICE 001  
Batch #: 00007  
SERVER 0006  
Approval Code: 042848  
Entry Method: Swiped  
Approved: Online

PRE-TIP AMT \$93.31

TIP 18.66

TOTAL AMOUNT 111.97

Gratuity Guidelines

15% = \$13.99 20% = \$18.66 25% = \$23.32

(831) 625-1962

CUSTOMER COPY

Acceptable Receipt



APPLEBEE'S  
NEIGHBORHOOD GRILL & BAR  
2600 Menaul Blvd. NE  
Albuquerque, NM 87110  
505-883-2846

KRISTEN R TB#JAMES  
234

DATE: 02-25-09 TIME: 07:18 PM GUESTS: 1  
Pick-up Time: 07:05 PM

CARD TYPE: MASTERCARD  
CARD NUMBER: \*\*\*\*\*9699  
APPROVAL CODE: 54490B  
Merchant ID: 61345  
Trans Type: Auth

Amount: 86.35

Tip: 5.00

Total: 91.35

Cardmember agrees to pay total in accordance with agreement governing use of such card.

\*\* GUEST COPY \*\*

- 1) Has a detailed receipt and receipt of how paid
- 2) Has list of 7 attendees and who they are
- 3) The 7 attendees match the 7 entrees listed

Bio Science Graduate Program  
recruitment Lunch

Dr. Sam Jones - faculty

Dr. Lisa Gutierrez - faculty

Anna Garcia - staff

Sally Mendoza - recruit

John Smith - recruit

Robert Thompson - recruit

Cara Obwala - recruit



APPLEBEE'S  
NEIGHBORHOOD GRILL & BAR  
2600 Menaul Blvd. NE  
Albuquerque, NM 87110  
505-883-2846

KRISTEN R TB#JAMES  
234

DATE: 02-25-09 TIME: 06:48 PM GUESTS: 1  
Pick-up Time: 7:05 PM

|   |                |       |
|---|----------------|-------|
| 1 | FIRE BC BRG    | 7.99  |
| 1 | *TO-GO*        | 0.00  |
| 1 | REG PECAN CHX  | 9.99  |
| 1 | *TO-GO*        | 0.00  |
| 1 | CHX BROC BOWL  | 10.49 |
| 1 | *TO-GO*        | 0.00  |
| 1 | WW CHX C-L SAL | 8.49  |
| 1 | *TO-GO*        | 0.00  |
| 1 | RIBLET PLATTER | 10.99 |
| 1 | *TO-GO*        | 0.00  |
| 1 | STK FAJITA***  | 11.49 |
| 1 | *TO-GO*        | 0.00  |
| 1 | APP SAMPLER    | 10.49 |
| 1 | *TO-GO*        | 0.00  |
| 3 | *PEPSI         | 6.57  |
| 1 | *TO-GO*        | 0.00  |
| 1 | *TO-GO*        | 0.00  |
| 1 | *TO-GO*        | 0.00  |
| 1 | **DIET PEPSI   | 2.19  |
| 1 | *TO-GO*        | 0.00  |
| 1 | MILK           | 2.19  |
| 1 | *TO-GO*        | 0.00  |
| 1 | VEHICLE        | 0.00  |
| 1 | *TO-GO*        | 0.00  |
| 1 | WHITE          | 0.00  |
| 1 | VAN            | 0.00  |
| 1 | 280 3504       | 0.00  |
| 1 | *TO-GO*        | 0.00  |

\*\*\*\*\*  
TELL US ABOUT YOUR VISIT  
and be entered into our sweepstakes  
for a chance to win \$1000 CASH  
Four \$1000 winners each month!

No Purchase Necessary. Must be 18 or  
older to enter. Void where prohibited.  
See complete rules at:  
www.applebeesfeedback.com

www.applebeesfeedback.com  
or call toll-free 1-800-452-4714.

CARSIDE TO GO GUESTS:  
Within 3 days, visit  
www.applebeesfeedback.com

When prompted,  
enter the serial number below:

\*\*\*\*\*  
\* Serial Number: 026408428 \*  
\*\*\*\*\*

Check TOTAL: 80.88  
TAX: 5.47  
Total Due: 86.35

\*\*\*\*\*

Craving Applebee's,  
but no time to dine in?  
Try Carside to Go!  
Just call in your order and  
we'll bring it right to your car.  
See Applebees.com for a menu  
or ask your server.

\*\*\*\*\*

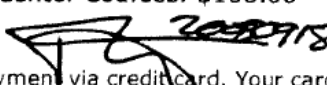
Sign up to receive the latest  
Applebee's News and Offers  
delivered right to your computer!  
Go to Applebees.com and click on  
"Receive our Emails".

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For comments, questions, or  
concerns, please call  
1-888-59APPLE

Unacceptable Conference Registration Receipt


Unacceptable Receipt – Conference Registration  
Reason – it is just a confirmation; no proof of payment

| Registration Confirmation  |  |
|--|--|
| <b>An official confirmation and invoice will be mailed to you once payment has been processed.</b> |  |
| <b>Confirmation Number:</b>  | 60021389   |
| <b>Registrant:</b>   | [REDACTED]   |
| <b>Email Address:</b>  | [REDACTED]@salud.unm.edu   |
| <b>Badge Name:</b>   | [REDACTED]   |
| <b>Organization:</b>   | University of New Mexico- Main Campus  |
| <b>Address:</b>  | MSC09 5350<br>1 University of New Mexico<br>Albuquerque, New Mexico 87131<br>United States |
| <b>Registration Fees</b>   |  |
| Base conference registration: \$650.00   |  |
| Morning Learning Center Courses: \$100.00  |  |
| Afternoon Learning Center Courses: \$100.00  |  |
| <b>Total: \$850.00</b>   |  |
|                 |  |
| Thank you for your payment via credit card. Your card will not be immediately charged.             |  |

Acceptable Conference Registration Receipt

Acceptable Receipt - Conference Registration  
Reason - Shows proof of payment

Find An Allergist / Immunologist | Pollen Counts | Journal of Allergy and Clinical Immunology | Annual Meeting

 AMERICAN ACADEMY OF ALLERGY  
ASTHMA & IMMUNOLOGY *About the AAAAI >>*

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AAAAI ANNUAL MEETING  
WASHINGTON, DC ★ MARCH 13-17

**Registration Confirmation**

Registration Type: 5MEMBER

**Registration Complete.** A confirmation will be sent to the e-mail address provided. Print this page for your records.

Your confirmation number and record identifier is **A0203434**.

  
University New Mexico  
One Unm, Msc 10-5550  
Albuquerque, NM 87131  
Phone: 505-272-4628  
Fax: 505-272-4628  
E-mail: [mschwab@unm.edu](mailto:mschwab@unm.edu)

**NEW THIS YEAR - BRING YOUR BARCODE WITH YOU AND BREEZE THROUGH REGISTRATION!** To improve the registration process, badges and tickets will not be pre-printed in advance of the meeting. Confirmations will be sent via e-mail or fax to registered attendees by February 27, 2009. The barcode included on this confirmation will greatly speed you through the registration and materials pick-up area.



| Qty                 | Description   | Price    | Total           |
|---------------------|---|----------|-----------------|
| 1                   | General Annual Meeting Registration   | \$400.00 | \$400.00        |
| 1                   | (2012) Medications for Nasal and Sinus Irrigation in Practice: Evidence, Experience, and Safety | \$40.00  | \$40.00         |
| 1                   | (3513) Vasomotor Rhinitis: Revisiting the Term and the Pathophysiology                          | \$40.00  | \$40.00         |
| 1                   | (4016) Elimination Diets in Eosinophilic Esophagitis  | \$40.00  | \$40.00         |
| 1                   | (5011) Advanced Therapies for Idiopathic Urticaria and Angioedema                               | \$40.00  | \$40.00         |
| <b>Grand Total:</b> |   |          | <b>\$560.00</b> |

Payments:  
10/29/2008 Visa ... 2514 \$560.00  
**No attendee balance**

Before continuing, print this page for your records.