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

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 93923
Merchant ID: 000000000124080
Terminal ID: 01641504

CREDIT CARD

CARD # X0000000000000000
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

(631) 615-1962

CUSTOMER COPY
Acceptable Receipt

Applebees' Carside Go

APPLEBEE'S
NEIGHBORHOOD GRILL & BAR
2800 Menaul Blvd. NE
Albuquerque, NM 87110
505-883-2846

KIRSTEN 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: 544908
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
# Acceptable Food Receipt – Page 2

## Applebee's Carside To Go

APPLEBEE'S NEIGHBORHOOD GRILL & BAR
2600 Menaul Blvd. NE
Albuquerque, NM 87110
505-863-2848

KRISTEN R  TB# JAMES  234

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

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Quantity</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire BC Brg</td>
<td>1</td>
<td>7.99</td>
</tr>
<tr>
<td><em>TO-GO</em></td>
<td>1</td>
<td>0.00</td>
</tr>
<tr>
<td>Reg Pecan Chk</td>
<td>1</td>
<td>9.99</td>
</tr>
<tr>
<td><em>TO-GO</em></td>
<td>1</td>
<td>0.00</td>
</tr>
<tr>
<td>Chx Broc 60ml</td>
<td>1</td>
<td>10.49</td>
</tr>
<tr>
<td><em>TO-GO</em></td>
<td>1</td>
<td>0.00</td>
</tr>
<tr>
<td>Wh Chx C-L Sal</td>
<td>1</td>
<td>8.49</td>
</tr>
<tr>
<td><em>TO-GO</em></td>
<td>1</td>
<td>0.00</td>
</tr>
<tr>
<td>Riblet Platter</td>
<td>1</td>
<td>10.99</td>
</tr>
<tr>
<td><em>TO-GO</em></td>
<td>1</td>
<td>0.00</td>
</tr>
<tr>
<td>Stk Fajita***</td>
<td>1</td>
<td>11.49</td>
</tr>
<tr>
<td><em>TO-GO</em></td>
<td>1</td>
<td>0.00</td>
</tr>
<tr>
<td>App Sampler</td>
<td>1</td>
<td>10.49</td>
</tr>
<tr>
<td><em>TO-GO</em></td>
<td>1</td>
<td>0.00</td>
</tr>
<tr>
<td><em>Pepsi</em></td>
<td>3</td>
<td>6.57</td>
</tr>
<tr>
<td><em>TO-GO</em></td>
<td>3</td>
<td>0.00</td>
</tr>
<tr>
<td><em>TO-GO</em></td>
<td>3</td>
<td>0.00</td>
</tr>
<tr>
<td><em>TO-GO</em></td>
<td>3</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Diet Pepsi</strong></td>
<td>1</td>
<td>2.19</td>
</tr>
<tr>
<td><em>TO-GO</em></td>
<td>1</td>
<td>0.00</td>
</tr>
<tr>
<td>Milk</td>
<td>1</td>
<td>2.19</td>
</tr>
<tr>
<td><em>TO-GO</em></td>
<td>1</td>
<td>0.00</td>
</tr>
<tr>
<td>Vehicle</td>
<td>1</td>
<td>0.00</td>
</tr>
<tr>
<td><em>TO-GO</em></td>
<td>1</td>
<td>0.00</td>
</tr>
<tr>
<td>White</td>
<td>1</td>
<td>0.00</td>
</tr>
<tr>
<td>Van</td>
<td>1</td>
<td>0.00</td>
</tr>
<tr>
<td>280 3504</td>
<td>1</td>
<td>0.00</td>
</tr>
<tr>
<td><em>TO-GO</em></td>
<td>1</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Check TOTAL:** 80.88
**TAX:** 5.47
**Total Due:** 86.35

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Craving Applebees, 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.

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Sign up to receive the latest Applebees 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 1-900-226-4944

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

<table>
<thead>
<tr>
<th>Registration Confirmation</th>
</tr>
</thead>
<tbody>
<tr>
<td>An official confirmation and invoice will be mailed to you once payment has been processed.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Confirmation Number:</th>
<th>60021389</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registrant:</td>
<td></td>
</tr>
<tr>
<td>Email Address:</td>
<td>@salud.unm.edu</td>
</tr>
<tr>
<td>Badge Name:</td>
<td></td>
</tr>
<tr>
<td>Organization:</td>
<td>University of New Mexico - Main Campus</td>
</tr>
</tbody>
</table>
| Address:            | MSC09 5350  
                       | 1 University of New Mexico  
                       | Albuquerque, New Mexico 87131  
                       | United States |

**Registration Fees**
- Base conference registration: $650.00
- Morning Learning Center Courses: $100.00
- Afternoon Learning Center Courses: $100.00
- **Total:** $850.00

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

Registration Confirmation

Registration Type: SMember

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.

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.

<table>
<thead>
<tr>
<th>QTY</th>
<th>Description</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>General Annual Meeting Registration</td>
<td>$400.00</td>
<td>$400.00</td>
</tr>
<tr>
<td>1</td>
<td>(13112) Medications for Nose and Sinus</td>
<td>$40.00</td>
<td>$40.00</td>
</tr>
<tr>
<td>1</td>
<td>Imaging in Practice: Evidence, Experience, and Agility</td>
<td>$40.00</td>
<td>$40.00</td>
</tr>
<tr>
<td>1</td>
<td>(15353) Immunology/Immunology: Reactivity to the Kobe and the Pathology</td>
<td>$40.00</td>
<td>$40.00</td>
</tr>
<tr>
<td>1</td>
<td>(26111) Advanced Therapies for Idiopathic Thrombosis and Angiogenesis</td>
<td>$40.00</td>
<td>$40.00</td>
</tr>
</tbody>
</table>

Grand Total: $580.00

Payments:
1/29/2008  $580.00

No attendee balance

Before continuing, print this page for your records.