Flights

The receipt or itinerary *must* include the following:

- The name of the employee and airline
- The ticket number
- The class of transportation
- The travel dates
- The amount of the airfare
- The origin and destination of each flight
- Proof of payment.

Rentals

The receipt *must* include the following:

- The name of the rental company
- The name of the employee renting the vehicle
- The starting and ending dates of the rental
- An itemization of expenses incurred
- Proof of payment

Taxi/Uber/Lyft

The receipt *must* include the following:

- The name of the shuttling service
- The name of the employee
- The travel date
- The itemization of expenses incurred
- The origin and destination of the drive
- Proof of payment

Lodging

The receipt *must* include the following:

- The name and address of the commercial lodging establishment
- The name of the employee
- The single room rate
- A daily itemization of the lodging charges
- Proof of payment

Meals (Not Per Diem)

The receipt *must* include the following:

- The name of the restaurant or food service
- The Itemization of expenses incurred
- Proof of payment

Gmail

Name of Employee **First and Last Name <firstlast12@gmail.com>**

Your trip confirmation (SFO - DFW)

1 message

American Airlines <no-reply@info.email.aa.com> Wed, Oct X, 2024 at 4:19 PM
To: Firstlast12@gmail.com

American

Name of airline

Your trip confirmation and receipt

Confirmation code: **ABCDEF**

Sunday, January X, 2025 Date of travel

SFO
San Francisco
X:XX PM

Place of departure

AA 1234

Flight number

DFW
Dallas/Fort Worth
X:XX PM

Place of arrival

Seat:
Class: **Economy (S)**
Meals: **Food for purchase**

Flight Class (must be economy unless there is business or health reason)

Manage your trip

Your purchase

Employee name **First Last - AAdvantage® #: 123******

Ticket Number New ticket (00123456789123) $183.48

Itemization of taxes and fees [$156.63 + Taxes & carrier-imposed fees $26.85]

Total cost	**$183.48**

Your payment

Flight Credit (ending 1234)		$275.48
Total paid	**NOT** a valid proof of payment. You cannot pay with flight credit without the proof of purchase from the original receipt. Thankfully that receipt was provided below.	**$183.48**
Refund to Trip Credit (0012345678912)		-$92.00

Bag information

Checked Bag (Airport)

1st bag	No charge
2nd bag	$45.00

Checked Bag (Online*)

1st bag	No charge
2nd bag	$45.00

Maximum dimensions: 62 inches or 158 centimeters calculated as (length + width + height)
Maximum weight: 50 pounds or 23 kilograms
Bag fees apply at each Check-in location. Additional allowances and/or discounts may apply. For information regarding American Airlines checked baggage policies, please visit: Bag and optional fees

If your flight is operated by a partner airline, see the other airline's website for carry-on and checked bag policies.

*Online payment available beginning 24 hours (and up to 4 hours) before departure.

Carry-on bags (American Airlines)

Personal item	A small purse, briefcase, laptop bag, or similar item that must fit under the seat in front of you.
Carry-on	Maximum dimensions must not to exceed: 22" long x 14" wide x 9" tall (56 x 35 x 23 cm).

Book a hotel »

Book a car »

Buy trip insurance »

Vacations »

Gmail First and Last Name <firstlast12@gmail.com>

Your trip confirmation (SFO - DFW)

1 message

American Airlines <no-reply@info.email.aa.com> Sun, Sep X, 2024 at XX:XX AM
To: firstlast12@gmail.com

American

Your trip confirmation and receipt

Confirmation code: **ABCDEF**

Sunday, January X, 2025

SFO
San Francisco
X:XX PM

AA 1234

DFW
Dallas/Fort Worth
X:XX PM

Seat:
Class: **Economy (G)**
Meals: **Food for purchase**

Manage your trip

Your purchase

First Last - AAdvantage® #: 123****

New ticket (00123456789123) [$279.42 + Taxes & carrier-imposed fees $36.06]	$315.48
Total cost	**$315.48**

Your payment

MasterCard (ending 1234)	Proof of payment	$315.48

Total paid	$315.48

Bag information

Checked Bag (Airport)	
1st bag	No charge
2nd bag	$45.00

Checked Bag (Online*)	
1st bag	No charge
2nd bag	$45.00

Maximum dimensions: 62 inches or 158 centimeters calculated as (length + width + height)
Maximum weight: 50 pounds or 23 kilograms
Bag fees apply at each Check-in location. Additional allowances and/or discounts may apply. For information regarding American Airlines checked baggage policies, please visit: Bag and optional fees

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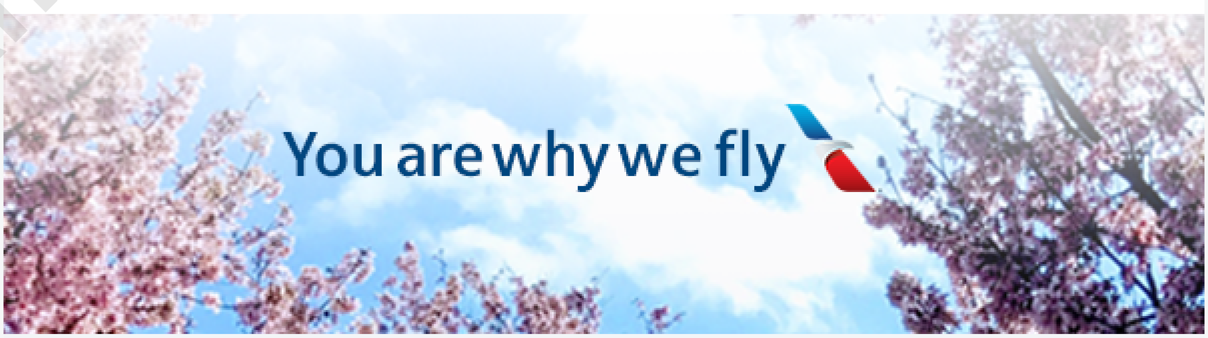
Book a hotel »

Book a car »

Buy trip insurance »

Vacations »



enterprise Name of rental company

Rental Agreement # 123456789
Invoice # 1234567890123

Renter Information

Renter Name Name of employee
FIRST & LAST NAME

Renter Address
CITY, TX 12345
USA

Contract
SOUTHWEST.COM RETAIL
ENTERPRISE

Vehicle Information

Sienna
License #: ABCD123
State/Province: CO
Unit #: 1234567
Vehicle #: AB123456

Vehicle Class Driven

Vehicle Class Charged

Odometer Mileage/Kilometers
Starting: 16,007 **Ending:** 16,071
Total: 64

Fuel
Starting: 13.6 g **Ending:** 13.3g

Thank you for renting with Enterprise Rent-A-Car

We appreciate your business!
This email was automatically generated from an unattended mailbox, so please do not reply to this e-mail.

Trip Information

Pickup Starting date of rental
Friday, January XX, 2025 X:XX PM

Return Ending date of rental
Monday, January XX, 2025 X:XX AM
ALBUQUERQUE INTL ARPT (ABQ)
3400 UNIVERSITY BLVD SE
BLDG K
ALBUQUERQUE, NM 87106-5607
USA

Start Charges
Friday, January XX, 2025 X:XX PM
ALBUQUERQUE INTL ARPT (ABQ)
3400 UNIVERSITY BLVD SE
BLDG K
ALBUQUERQUE, NM 87106-5607
USA

Renter Charges

Rental rate and itemization of fees incurred

Rental Rate	Time & Distance 3 Day at $89.84 / Day	$269.52
Add-Ons	Fuel Service Option ($40.50 / Rental)	$40.50
Taxes and Fees	Vehicle License Fee Recov .30/day ($0.30 / Day)	$0.90
	Customer Facility Charge 2.25/day ($2.25 / Day)	$6.75
	Sales Tax (7.62%)	$26.86
	Concession Recovery Fee 11.11 Pct (11.11%)	$34.54
Total		**$379.07**

(Subject to audit)
Amount charged on January XX, 2025 to AMERICAN EXPRESS (1234) ($379.07)
Proof of payment
APN:
AID: A000000012345678
Verified: Signature
Entry:
TSI:

Amount Due Proof of Payment **$0.00**

9/29131346/175118902/092002
Garage C
01/XX/25 15:13
RCR1234

Dallas Love Field Airport
WELCOME
Please keep ticket and
Pay at APMs or Exits

While this receipt/ticket was not used for any data, it is still used as additional proof to authenticate the parking purchase.

Name of Company

Dallas Love Field
8008 Herb Kelleher Way
Dallas,75235

AC123 01/X/25 XX:XX — Date of purchase
Receipt 12345

Short-term parking tkt
C -No.
01/XX/25 XX:XX
01/XX/25 XX:XX — Parking time
Period
$63.00

Due to the nature of parking receipts being very bare, this is perfectly acceptable as itemization.

Sub Total	$63.00
Ust.	$0.00
Total	$63.00

Payment Received
RID A000000003
PIX
CARD *************
AUTHORIZATION 0
PURCHASE USD63.00
APPROVED

Proof of payment

BAC08F82 - 1/1

PARKING
LOVE FEILD

Traveler's notations for better record keeping!

Gmail

Uber/Lyft Receipt Example

<first.last@gmail.com>

Your ride with Arlene on October 12

Lyft Receipts <no-reply@lyftmail.com>
To: first.last@gmail.com

Wed, Nov XX, 2024 at X:XX AM

Shows the name of the traveler

Shows the name of the business

OCTOBER XX, 2024 AT X:XX PM Shows date of purchase

Thanks for riding with

100% of tips go to drivers. Add a tip

Shows the itmeization

Lyft fare (18.51mi, 36m 9s)	$38.75
Texas Surcharge	$1.07
Priority Pickup Upgrade	$2.00
Promotion	-$5.00

Pay Apple Pay (Visa) Proof of Payment **$36.82**

You earned 4x hotel points
employees earn more travel rewards on business & personal rides. Next time, choose Extra Comfort or Black & earn 6x hotel points.

Map Here

- **Pickup** X:XX PM
  2040 International Pkwy Dfw Airport, TX

Shows the addresses and map (redacted) of the trip

- **Drop-off** X:XX PM
  , TX

Make expensing business rides easy

Enable business profile on Lyft to make expensing rides quick and easy.

GET BUSINESS PROFILE

Tip driver

Find lost item

Request review

View your ride cost breakdown or get help at any time in the 'Ride History' tab in your Lyft app.

To protect against unauthorized behavior, you may see an authorization hold on your bank statement. This is to verify your payment method and will not be charged.

Help Center

Receipt #2003472578160734316

We never share your address with your driver after a ride.
Learn more about our commitment to safety.

© OpenStreetMap

548 Market St., P.O. Box 68514
San Francisco, CA 94104
CPUC ID No. TCP0032513 - P

Work at Lyft
Become a Driver

Name of Employee

OMNI RIVERFRONT

First and Last Name
Street Address
City, State Zip
United States
INVOICE

Name of lodging establishment

Room No. : 123
Arrival : 01-X1-25
Departure : 01-X4-25
Conf. No. : 12345678

Dates of stay

Membership No :
A/R Number :
Company Name :

Custom Ref. :
Page No. : 1 of 2

Date	Description	Charges	Payment
01-X1-25	Room Charge	179.00	
01-X1-25	Room Tax	26.85	
01-X1-25	Occupancy Tax	1.00	
01-X1-25	Tourism Assessment Fee	3.13	
01-X1-25	Kiosk Food Packaged	4.00	
01-X1-25	Kiosk Food Packaged	4.00	
01-X1-25	Kiosk Food Packaged	4.00	
01-X1-25	Kiosk Bottled Soft Drinks	4.00	
01-X1-25	Kiosk Bottled Water	3.00	
01-X1-25	Kiosk Bottled Water	3.00	
01-X1-25	Kiosk Sales Tax	0.28	
01-X1-25	Kiosk Sales Tax	0.28	
01-X1-25	Kiosk Sales Tax	0.38	
01-X1-25	Kiosk Sales Tax	0.38	
01-X1-25	Kiosk Sales Tax	0.38	
01-X2-25	Kiosk Sales Tax	0.38	
01-X2-25	Fulton Street Bistro Breakfast	120.64	
01-X2-25	Room Charge	179.00	
01-X2-25	Room Tax	26.85	
01-X2-25	Occupancy Tax	1.00	

Room rate and itemization of taxes and fees

Additional items charged to the hotel need to be itemized and show what was purchased. In this case, the expenses are itemized, but do not show what was purchased (Kiosk Food Packaged).

Meals charged to the hotel need to be itemized. The recommendation is to request an itemized receipt from the restaurant after the meal.

OMNI RIVERFRONT

First and Last Name
Street Address
City, State Zip
United States
INVOICE

Room No. : 123
Arrival : 01-X1-25
Departure : 01-X4-25
Conf. No. : 12345678

Membership No :
A/R Number :
Company Name :

Custom Ref. :

Date	Description		Charges	Payment
01-X2-25	Tourism Assessment Fee		3.13	
01-X2-25	Fulton Street Bistro Breakfast		27.24	
01-X2-25	Fulton Street Bistro Lunch		-27.24	
01-X3-25	Room Charge	Daily room rate is important because sometimes the rate changes between days.	201.00	
01-X3-25	Room Tax		26.85	
01-X3-25	Occupancy Tax		1.00	
01-X3-25	Tourism Assessment Fee		3.13	
01-X4-25	Visa XXXXXXXXXXXX1234	Proof of payment		774.66

Total		774.66	774.66
Balance	Proof of payment		**0.00**

Thank you for staying at Omni Hotels & Resorts

Phone: (504) 524-8200 Fax: (504) 681-1028
www.omnihotels.com

Name and location of food service

GreenHouse Restaurant
600 N LOCUST ST
DENTON, TX 76201
940-484-1349

Dine In

We check this to make sure we are only paying for the traveler. In this case, it is a business meal, so they are allowed to pay for multiple attendees.

Time and date

Server: Name V.
Table:
Guests: 4
Receipt: 123456

01/07/2025
05:50PM
Register-4

Itemization of everything ordered and taxes. It must include the name of the food or drink to be a valid receipt.

1 x HH Fried Jalapeno	5.00
1 x HH Pistachio Hummus	5.00
1 x John B Burger	14.00
1 x Stuffed Avocado	16.00
1 x Pesto Kale Gnocchi	17.00
- Add Salmon	8.50
1 x Bella Sandwich	12.75
Subtotal	78.25
Tax	0.00
card transaction fee	2.35
Balance Due	**80.60**

Suggested Tip

18% = 14.09
20% = 15.65
25% = 19.56

No proof of payment!! A second receipt showing proof of payment will be required in this instance.

Thank you for dining with us!
See you next time!

Name and location of food service

GreenHouse Restaurant
600 N LOCUST ST
DENTON, TX 76201
940-484-1349

Time and Date

Server:	Name V.	01/07/2025
Order:	12	05:57PM
Receipt:	123456	

Card Holder:	Valued Customer
Card Number:	XXXXXXXXXXXX1234
Entry Method:	NFC
Card Type:	MasterCard
Approval:	1234567890

Proof of payment

Mastercard
AID:
TC:

Amount: $80.60

We accept the tip as part of the payment even though it is hand-written after the card has been read.

+ Tip: 15.00

= Total: 95.60

I agree to pay the above amount according to the card issuer agreement.

X ______________________

*** MERCHANT COPY ***

No itemization!!! A second receipt showing the itemization will be required in this instance.

Suggested Tip

18% = 14.09
20% = 15.65
25% = 19.56

Both receipts together have all of the information needed for a reimbursement and can be submitted together to meet UNT standards.