

# Helpful Hints For Expense Receipts: Detailed Receipts

Receipts need to be **detailed** and from the **original vendor**

1. Date
2. Each item purchased & price
3. Shipping
4. Any miscellaneous charges shown on invoice



Note: for any charge that needs an explanation, please write it on the visa statement or the receipt

## Common Mistake #1 Statements

Account statements are not acceptable support because they do not show the full detail

Any Company USA  
1212 Main Street  
Indianapolis, IN

### STATEMENT

Date	Customer Account	Total Amount
11/12/2016	28664	25.57

Park Tudor Upper School  
7200 North College Avenue  
Indianapolis, IN 46240

Statement doesn't show specific details on what was purchased and price details.

Date	Date Due	PO Number	Document	Amount
11/12/16	12/12/16	xxxxxx	Invoice	25.57

## Common Mistake #2 PayPal

- PayPal is a method of payment, but it is not who you made the purchase from so it is not an acceptable receipt
- You must get a receipt from the actual vendor you made the purchase from

### PayPal

You paid \$75.20 USD to Any Company, LLC

Thanks for using PayPal

You need an invoice from Any Company, LLC instead of notice from PayPal

## Common Mistake #3 Amazon

- Confirmation e-mails do not have enough information
- Log on to your Amazon account and there is an option to print an invoice

Amazon

### Order Confirmation

Hello

Thank you for shopping with us. You ordered "The Mindful School Leader." We'll send you a confirmation when it ships.

**Details**  
Order # 102-0263762

Arriving Friday, December 2

Total before tax: \$24.95  
Estimated tax: \$1.75  
**Order total: \$26.70**

We hope to see you again soon!

This doesn't show specific details on what was actually charged, along with shipping and method of payment

## How to: Print Your Amazon Receipt



1. Log on to your Amazon account
2. Choose "Accounts & Lists" and Select "Your Orders"
3. Find your order
4. Click on "Invoice" (top right of order)
5. Click on "Print this page for your records"

## Helpful Hints For Expense Receipts: Meal Receipts

When you have a meal charge, you need to submit:

1. Itemized receipt(s)
2. List of names who consumed the meal
3. Business purpose of the meal



Note: group name is acceptable for formal groups, i.e. Spanish Club or 4<sup>th</sup> Grade Class

### Common Mistakes

- ❖ Credit card signature receipt used and does not show details of what was purchased
- ❖ Attendees are not listed
- ❖ Business purpose is missing



#### Best practice:

Write the names of the attendees and business purpose on the back of your receipt as soon as you get your receipt

## Helpful Hints For Expense Receipts: Missing Receipts

When you have a missing receipt, you need to:

1. Reach out to the vendor
2. Claim a new receipt
3. If unable to obtain the receipt, write a detailed list of the purchase, date, amount and place
4. Sign the list and obtain signature from supervisor, then submit



Questions? I'm happy to help!

**Eva-Maria Lemon**

x2851 or

[evamarialemon@parktudor.org](mailto:evamarialemon@parktudor.org)