## What is an Itemized Receipt?

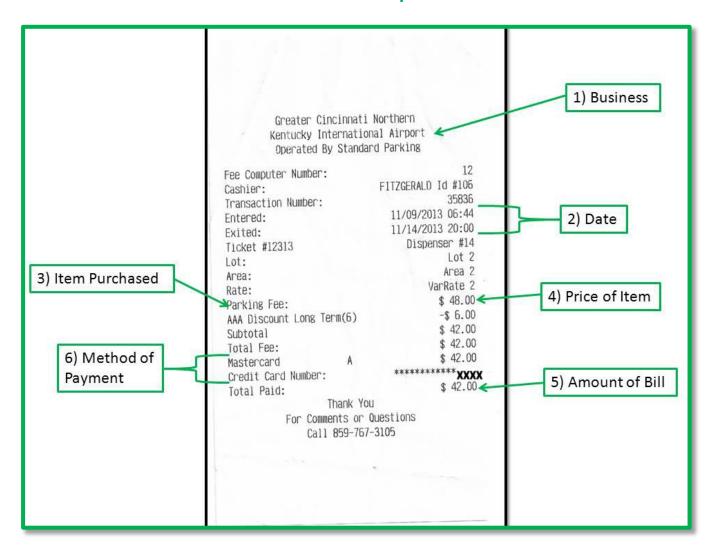
An itemized receipt has ALL of the following pieces of information on it:

- 1) Business Name
- 2) Date
- 3) Item(s) Purchased
- 4) Price of Each Item
- 5) Total Amount of Bill
- 6) Method of Payment

Notes about needing more than one piece of information to make up an itemized receipt:

- For meals, oftentimes you will need two (2) receipts to show all of the necessary information. One receipt
  will show what was purchased, and the second receipt will show how you paid. Without both of these, you
  WILL NOT be able to be reimbursed.
- Sometimes you are only given a receipt that shows the items purchased. This would most likely show the
  business name, date, item(s) purchased, price of each item, and the total amount of the bill. If you paid via
  credit card, a print out of your bank statement that matches the amount on the invoice will serve to show
  this necessary piece of information. Other times, you will be given a small receipt directly from the business
  showing that your credit card was charged. Just like the meal receipts, you will need both items in order to
  be reimbursed.
- If the expenses are for meals or hotel accommodations accumulated during travel, taxes may be permissible as not all states will recognize Illinois' tax exemption.

## **Good Receipt**



## **Bad Receipts**

