

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

	Greater Cincinnati Northern Kentucky International Airport Operated By Standard Parking	1) Business
	Fee Computer Number: 12	
	Cashier: FITZGERALD Id #106	
	Transaction Number: 35836	
	Entered: 11/09/2013 06:44	2) Date
	Exited: 11/14/2013 20:00	
	Ticket #12313 Dispenser #14	
3) Item Purchased	Lot: Lot 2	
	Area: Area 2	
	Rate: VarRate 2	
	Parking Fee: \$ 48.00	4) Price of Item
	AAA Discount Long Term(6) -\$ 6.00	
	Subtotal \$ 42.00	
	Total Fee: \$ 42.00	
6) Method of Payment	Mastercard A \$ 42.00	
	Credit Card Number: *****XXXX	5) Amount of Bill
	Total Paid: \$ 42.00	
	Thank You	
	For Comments or Questions	
	Call 859-767-3105	

Bad Receipts

Welcome to Mel's	
Check #: 0001	12/20/11
Server: Josh F	4:38 PM
Table: 7/1	Guests: 2

2 Beef Burgr (#9.95/ea)	19.90
SIDE: Fries	
1 Bud Light	3.79
1 Bud	4.50

Sub-total	28.19
Sales Tax	2.50
TOTAL	30.69

Balance Due	30.69
Thank you for your patronage!	

This receipt does not show how the bill was paid. Notice how it still says "balance due".

This receipt has alcohol on it. Per district policy we are not able to reimburse alcohol expenses. The alcohol and taxes associated with it will be deducted from the reimbursement or, if charged on a district pCard, the responsibility of the cardholder to reimburse the district.

RUSS BUILDING PARTNE 235 MONTGOMERY ST SAN FRANCISCO CA 941 (415) 421-5358	
BATCH: 005 5-8-L-E-S 0-8-0-T-7 72279895 43813222571145	
REF: 0000	
CD TYPE: VISA	
TR TYPE: PURCHASE	
DATE: NOV 09 09 16:08:36	
TOTAL	\$8.50
ACCT: 9886	EXP: 08/08
AP: 802205	
NAME: DRVID M ROE	
CARDMEMBER ACKNOWLEDGES RECEIPT OF GOODS AND/OR SERVICES IN THE AMOUNT OF THE TOTAL SHOWN HEREON AND AGREES TO PERFORM THE OBLIGATIONS SET FORTH BY THE CARDMEMBER'S AGREEMENT WITH THE ISSUER	
THANK YOU	
CUSTOMER COPY	

This receipt doesn't show what was purchased.