Policy 2.111
Business Expense Receipts

Responsible Official: Vice President for Finance/Chief Finance Officer
Administering Division/Department: Payment Services
Effective Date: February 14, 2013
Last Revision: June 19, 2013

Policy Sections:

I. Overview
II. Applicability
III. Policy Details
IV. Related Links
V. Revision History

Overview

The purpose of this document is to describe approved forms of receipts.

Applicability

The policy applies to faculty, staff and students making business-related purchases with personal funds or an Emory credit card and seeking reimbursement or payment from Emory University funds, regardless of the funding source.

Policy Details

It is the responsibility of the faculty, staff or student to obtain receipts. Once documentation is scanned and uploaded to an Expense Report, the electronic scanned documentation should be retained until the expense report is paid/reimbursed. There is no requirement that receipts be stored once the report has been paid.

If any documentation supporting an expense report is not uploaded to Compass, for example documents containing participant names, that documentation must be retained.

All sponsoring agency requirements must be met outside of Emory requirements. Faculty and staff should ensure that sponsor receipt requirements are being met.

Receipt Requirements:

Acceptable receipts must contain the following: transaction date, name of merchant, item purchased or service provided, amount, form of payment and indication that the amount was paid by the person requesting reimbursement.

When personal funds are used, each separate expense and receipt must be listed individually on the expense report with the merchant name, date and proper receipt attached. No bundling or totaling of individual expenses into one lump sum.

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Visa Corp Card</th>
<th>Personal Card or Cash</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meal - Business/Group</td>
<td>If less than $75, no receipt. If $75 or greater, itemized receipt</td>
<td>Under $25, summary receipt. $25 and greater, summary and itemized receipt</td>
</tr>
<tr>
<td>Meal - Individual</td>
<td>If less than $75, no receipt. If $75 or greater, itemized receipt</td>
<td>Under $25, summary receipt. $25 and greater, summary and itemized receipt</td>
</tr>
<tr>
<td>Category</td>
<td>If less than $75, no receipt. If $75 or greater, receipt</td>
<td>Under $25, summary receipt. $25 and greater, summary and itemized receipt</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>----------------------------------------------------------</td>
<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Meal - Alcohol</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alcohol</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Catering/Box Lunch</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Books, Periodicals &amp; Subscriptions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prof Membership Dues</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registration Fees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office Supplies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer Expense</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lab/Technical Supplies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Supplies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Printing Expense</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Entertainment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Travel Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Miscellaneous cash tips (e.g. valet) should be recorded under this category. The merchant name should be “cash tips” and the “no receipt” box should be checked.

For other types of expenses (particularly relating to travel), refer to [Policy 2.94 Travel Policy - Receipts](#).

If a faculty member, staff member or student is seeking non-duplicative reimbursement from more than one party, the original receipts should be kept by the party covering the majority of the expenses. Detailed information/additional explanation must accompany Expense Report on external party reimbursement. A copy of the expense report to the additional entity should be included with contact information. Under no circumstances should a discrete expense be reimbursed or paid for by more than one party.

**Foreign Currency**

**Expenses paid on corporate card**

Expenses on a corporate card require no additional documentation, as the expenses will import into My Wallet already converted to $USD.

**Expenses paid on a personal credit card**

Expenses on a personal credit card require a copy of the personal credit card statement which shows the converted purchase amount in $USD to back-up the amounts on the Expense Report. The statement can be printed online in real time and does not have to be an end of cycle statement.

**Expenses paid in cash**

Whichever method for calculating conversion rate is used, the methodology for calculating the final conversion rate should be clear from the documentation that is uploaded. If it is not clear to the approvers, the expense report may not be approved.

Expenses in cash require either the original exchange receipt or upload of an OandA rate from [www.oanda.com/currency/converter/](http://www.oanda.com/currency/converter/) (or another comparable exchange rate site).

For trips up to 7 days: Use OandA rate from the date of arrival in-country. Documentation should be an upload of the website, printed to PDF, showing the rate on the date is required.
Between 7-28 days: One rate should be uploaded for every 7 days in-country (e.g. for a 10 day trip, two rates would be uploaded, one from day 1 and one from day 8; expenses should be converted according to the rate at the beginning of that expense’s week.

Over 28 days: One rate should be uploaded for the beginning, middle and end of the trip (e.g. three rates); expenses should be according to the average rate over the length of the trip. Please ensure that the methodology of calculation is clear.

**Lost or Missing Receipts**

Please consult the receipt chart above for a list of required documentation and categories for which lost and missing receipts will be reimbursed.

Missing or lost receipts for airfare, lodging or rental car must be obtained from the vendor; these expenses will not be reimbursed without documentation.

For required receipts over $75, missing or lost receipts can be indicated by checking the “no receipt” box in Compass in the Expense Detail – an explanation of why the receipt is missing should be provided in the box.

By checking this box, the submitter is certifying that the information is truthful, that the receipt was lost or not obtained, and that the expenses have not nor will not be submitted again to Emory University or any other organization for reimbursement or tax purposes.

For charges on personal credit cards, it is expected that the traveler will provide a scanned copy of the personal card transaction. For checks, a copy of the cancelled check (or proof that the check was cashed) will suffice.

Emory, in order to maintain its standing with the IRS, reserves the right to request further information and make the final determination on whether or not the reason and documentation is sufficient for reimbursement.

**Miscellaneous Cash Tips**

Miscellaneous cash tips (e.g. valet) do not require a receipt.

Daily cash tips should be recorded under the Non-Travel Other category.

Daily miscellaneous cash tips should be combined in one expense line per day and given the merchant name “cash tips”.

The “no receipt” box should be checked.

**Related Links**

- Current Version of This Policy: [http://policies.emory.edu/2.111](http://policies.emory.edu/2.111)
- Business Meals Policy ([http://policies.emory.edu/2.106](http://policies.emory.edu/2.106))
- Travel Policy - Receipts, ([http://policies.emory.edu/2.94](http://policies.emory.edu/2.94))

**Revision History**

- Version Published on: Feb 25, 2013
- Version Published on: Feb 25, 2013
- Version Published on: Feb 13, 2013
- Version Published on: Feb 28, 2011 *(Original Publication)*

*Emory University policies are subject to change at any time. If you are reading this policy in paper or PDF format, you are strongly encouraged to visit policies.emory.edu to ensure that you are relying on the current version.*