

List of Required Receipts for Reimbursement

Individual Reimbursement

- Lodging
- Travel by public carrier
- Rental Car - in traveler's name
- Gas - date, establishment name and address, amount paid
- Entry fees
- Registration fees (including conference textbooks/materials)
- Taxi and shuttle services receipts where possible - if \$10 or more, must be itemized as to dates and locations
- Business meals
- Other Authorized Expenses:
- Vehicle Parking: expense in excess of \$10, receipts are required
- Official Phone Calls: receipts are required (personal phone calls are not reimbursable)
- Baggage Handling: will be reimbursed at a rate of \$1 per bag (no receipt required)
- Other Miscellaneous Expenses: expenses in excess of \$10, receipts are required. For example: Charges for tolls, postage, copier services, package shipment, etc.

Group Reimbursement

- Meals or meal list - date, establishment name and address, amount paid
- Travel advance meal receipts – meals must be paid by cash
- Lodging - if not on purchase order, (if on purchase order, list purchase order number)
- Air fare - if not on purchase order, (if on purchase order, list purchase order number)
- Ground transportation - if not on purchase order, (if on purchase order, list purchase order number)
- Rental car - in traveler's name
- Gas - date, establishment's name and address and amount paid; also specify on ticket "KSU Vehicle" or "Rental Vehicle"
- Entry fees
- Registration fees
- Other Authorized Expenses:
- Vehicle Parking: expense in excess of \$10, receipts are required
- Official Phone Calls: receipts are required (personal phone calls are not reimbursable)
- Baggage Handling: will be reimbursed at a rate of \$1 per bag (no receipt required)
- Other Miscellaneous Expenses: expenses in excess of \$10, receipts are required. For example: Charges for tolls, postage, copier services, package shipment, etc.