

Please read the following, adapted from Penn's Travel Policy, to ensure the timely processing of your reimbursement.

SAS Travel Receipt Instructions

The IRS requires receipts for all expenses in excess of US\$25.00.

Attaching Receipts (Loose receipts are not acceptable.)

- Receipts must be taped to blank sheets of 8 ½" by 11" paper so that each receipt is visible.
- Receipts must not be stapled because they are microfilmed for storage purposes.
- Tape as many as possible to one side of the page as long as the necessary information is visible.
- Circle the amount for which you are requesting reimbursement and indicate what the receipt is for.

Airline/Rail Tickets

- **Electronic Tickets:** If a traveler purchased an electronic ticket from a travel agency or on the web, he/she should request a **Passenger Receipt Coupon** to be issued at the time of check-in at the airport. If they neglected to do that and an original passenger receipt coupon is not available, they must:
 - Provide proof of purchase- **credit card receipt or invoice** showing dates of travel and cost of ticket.
 - Submit **boarding passes issued from time-of-travel**.
- **Paper Tickets:** The original passenger receipt coupon provided at time of purchase from an Airline or Amtrak Ticket must be submitted with the Travel Reimbursement Report Form.
- **Service Fees:** Attach invoice/receipt showing the expense has been incurred by travel agency/web site.

Private Automobiles

- Individuals using their own vehicles should keep track of their miles and submit that information on the form.
- No receipts are necessary but an attached mileage log is recommended.
- Tolls are reimbursable but gasoline purchase is not.
- For the current rate, go to <http://www.finance.upenn.edu/comptroller/travel/ground/mileage.shtml>.

Rental Cars

- The original itemized rental statement and receipt from the rental car company showing the breakdown of costs, i.e. daily rate, tax, city surcharge, etc. must be attached to the form to be reimbursed. A credit card receipt alone is not sufficient documentation.

Meals

- Any meal that costs \$25 or more must be supported by original itemized restaurant receipt and accompanying credit card receipt if paid by credit card.
 - Per-diem allowances for meals may be reported using the State Department's Published Rate, found at <http://www.finance.upenn.edu/comptroller/travel/> through the meals link.

Lodging Expenses

- Lodging expenses must be documented by receipts including the itemized original lodging statement which breaks down the base rate, tax, surcharges and total.

Receipts in Foreign Currency

- If you attach receipts in foreign currency, please
 - Indicate the Currency Exchange Rate and the US Dollar equivalent amount on each receipt.
 - List the US Dollar equivalent amount on the Travel Reimbursement Report Form.
 - Use the exchange rate from the time of travel.
 - The Currency Exchange Rate can be found at: <http://www.oanda.com/convert/classic>.

Thank you.

Revised 2009