

## SAS Travel Receipt Instructions

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

The IRS requires receipts for all expenses in excess of US\$25.00. Per-diem allowances for meals and incidental expenses may be claimed using the State Department's published rates. Lodging expenses must be documented by receipts.

### ***Airline/RailTickets***

Paper tickets The original passenger receipt coupon from an airline or Amtrak ticket must be attached to the Expense Report in order to be reimbursed. Such receipts are provided to the traveler when a printed paper ticket has been purchased.

Electronic tickets If a traveler purchased an electronic ticket (from a travel agency or on the web), s/he should request a "passenger receipt coupon" 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 will need to provide:

- some proof of purchase such as a credit card receipt or itinerary/ invoice, [not an e-mail "confirmation"] and
- boarding passes issued at the time of travel to provide the necessary documentation that the trip occurred.

Change / cancellation charge. If the traveler incurred a change or cancellation penalty, the traveler should attach supporting documentation acknowledging that additional charge.

Service fees Service fees charged by travel agencies and travel web sites are reimbursable. Attach an itinerary/invoice or receipt showing the expense has been incurred.

### ***Private Automobiles***

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

### ***Rental Cars***

A receipt from the rental car company showing the breakdown of costs i.e. daily rate, tax, city surcharge, etc. must be attached to the expense report in order to be reimbursed. A credit card receipt is not sufficient documentation.

### ***Receipts in Foreign Currency***

If you attach receipts in foreign currency, please indicate the exchange rate and the US Dollar equivalent amount on each receipt. The equivalent dollar amount should then be listed on the Expense Report. Travelers should use the exchange rates at the time of travel. Currency exchange rates can be obtained from the following website:

<http://www.oanda.com/convert/classic>.

### ***Attaching Receipts (Loose receipts are not acceptable.)***

Receipts submitted with a Travel and Entertainment Expense Report form should be taped to blank sheets of 8 1/2" by 11" paper so that each receipt is visible. Receipts must be taped rather than stapled because they are microfilmed for storage purposes. Before microfilming, all staples must be removed and the Dean's office is charged for removal. Tape as many receipts as possible to one side of the page as long as the necessary information is visible. Identify the amount for which you are requesting reimbursement (highlight or circle). Please indicate what the receipt is for.

