
2366 TRAVEL AND ENTERTAINMENT REIMBURSEMENT POLICY- RECEIPTS

RESP. OFFICE: PURCHASING SERVICES
APPROVAL: CHIEF PROCUREMENT OFFICER
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PURPOSE

The IRS accountable plan requires that the University retain original receipts to avoid reimbursements being considered taxable income to an employee.

Other policies are provided for specific travel and entertainment (T&E) topics in the policy number series 2351 through 2370 and are listed at 2351.1 Travel and Entertainment Reimbursement- Detail Listing.

SCOPE

The T&E policies and procedures apply to all individuals, including employees, students, and non-employees, traveling and entertaining on behalf of the University and seeking reimbursement for related expenses from the University regardless of the funding source.

TRAVELER AND ENTERTAINER RESPONSIBILITY

It is the responsibility of Penn travelers to keep all itemized receipts of \$25 or more for submission with an expense report.

RESPONSIBILITY OF APPROVERS

The TAC (Transaction Authorization Card) holder assists the travelers and entertainers, as well as their higher level approver, when applicable, with understanding and complying with the process outlined below and ensures that all documentation requirements have been met prior to submission of reimbursement requests to the central processing organization.

It is the responsibility of the TAC holder to ensure that only the necessary receipts are attached prior to submitting an expense report for processing to the central processing organization.

POLICY

- 1) The University requires that travelers retain and submit any receipts that are \$25 or more for reimbursement purposes.

- 2) An acceptable receipt is a document that contains:
 - transaction date
 - name of merchant
 - transaction details (what was purchased)
 - form of payment used
 - amount of purchase
 - indication that the amount was paid

- 3) An acceptable receipt for an airline or Amtrak ticket is defined by the type of ticket purchased.
 - a) An acceptable receipt for a printed ticket is the original passenger receipt coupon. Such receipts are provided to the traveler when a printed paper ticket has been purchased.
 - b) An acceptable receipt for an electronic ticket purchased through an agency or on the web, is the printed itinerary/invoice. The itinerary/invoice should show the airline, flight numbers, times and destinations, class of service, amount and that a payment has occurred. If the itinerary/invoice is not available travelers should use, as supporting documentation, boarding passes and copies of credit card statements showing the cost of a ticket and any service or booking fees.
 - c) An acceptable receipt for a change or cancellation penalty is a document showing the additional charge accompanied by an explanation as to the business purpose for the change or cancellation.
 - d) Service fees charged by travel agencies do not always have a receipt but they are a reimbursable expense.

- 4) No receipts are necessary for mileage reimbursement in a personal vehicle but an attached mileage log is recommended. If a traveler does not know the mileage, a printout from Map Quest is considered acceptable documentation of the distance.

- 5) An acceptable receipt from the rental car company is a receipt showing the breakdown of costs i.e. size of vehicle, daily rate, tax, concession fees, city surcharge, etc. A credit card receipt does not contain detailed information and is not considered adequate documentation.

- 6) An acceptable receipt for business meals is an itemized meal receipt along with the credit card payment receipt. Without an itemized meal receipt it is difficult to ensure that unallowable costs such as alcohol are separated from indirect cost allocations as required by the IRS.

- 7) An acceptable receipt for hotel charges is the itemized hotel receipt provided at time of checkout showing the room rate, tax and other items.

- 8) If an expense is being paid by more than one university or entity, copies of receipts are acceptable documentation provided a brief explanation is attached.

- 9) A receipt in foreign currency must be accompanied with the US Dollar equivalent amount. The equivalent dollar amount can be obtained from:
 - a) Credit card statements. The best and most accurate currency conversion is the conversion that credit card companies provide on statements.
 - b) Oanda currency conversion. For non credit card receipts in a foreign currency, use the Oanda currency conversion site. Click here for the Oanda site <http://www.oanda.com/converter/classic>.

[Click here](#) for Chapter 6 in the Procedure Manual. Receipt Requirements