

# Reimbursements (University Funded)

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## Documentation:

In order to process your reimbursement and have your check issued at the soonest possible time, please **provide all the required documentation** noted below.

- Meal/Food/Alcohol –
  - Itemized **and** payment receipts are required (see last page for example).
  - Alcohol must be identified.
  - List of attendees.
  
- Travel – You must submit all documentation at ONE TIME, and within 1 week after travel has been completed.
  - Conference Registration – email confirmation or receipt required.
  - Airfare – confirmation email identifying payment **and** boarding passes. Coach only. Tickets purchased with miles/points will not be accepted.
  - Hotel – invoice showing \$0.00 balance. In room meals must be itemized. Internet, spa/gym, gift shop or other hotel services are not reimbursable.
  - Meals – *As mentioned above.*
  - Taxi/Long Term Parking – receipts. To &/or from hotel-airport only.
  - Foreign Travel – only airfare will be reimbursable. Confirmation email identifying payment **and** boarding passes.
  
- Miscellaneous – Social activities must be pre-approved by the head of the social committee. In some cases, the department purchasing card can be used...please check with housestaff office to obtain prior approval and submit the following:
  - Itemized **and** payment receipts are required (see last page for example).
  - Alcohol must be identified.
  - List of attendees.

## Timelines:

- Yours – submit receipts within 2 weeks of incurring cost. Receipts older than 30 days or one week after travel will not be accepted.
- Ours – There are multiple approvers before a check is issued from the University Controllers Office. Please allow up to 14 days for complete approval. Lack of adequate documentation will delay the approval or incur a hold to be placed on the requisition.
- There is a 7-10 day mailing window in having the check arrive from the date it is issued.

## Things to consider:

- Original receipts showing method of payment are required. Certain reimbursements will require additional supporting documentation.
- Advance payments are provided for international flights. Boarding passes are required to clear the advance and must be submitted no later than one week from the return date of travel. Failure to provide documentation may result in paying back the funds to the Controller's office.
- A list of attendees must be provided for each applicable event/business meal.
- Credit card statements or canceled checks alone will not be accepted.
- Deposits that are to be applied to the total cost must be stated as such. Deposits that are refunded to the purchaser or incurred for damage are not reimbursable.



**Itemized Receipt**

**Payment Receipt**

**Howie's Artisan  
Pizza**

Town & Country Village  
Palo Alto CA 94301  
650.327.4992  
www.howiesartisanpizza.com

7/11/2011 7:45:13 PM

Check# Table/PN Guests Server  
99135 21/1 11 40

1	CARROT&CELERY APP	2.00
2	GARLIC BREAD	10.00
1	PIZZA	16.00
	*MARGHERITA PIE	0.00
1	PIZZA	17.00
	*BIANCO PIE	0.00
1	PIZZA	16.00
	* PESTO PIE	0.00
	.CHICKEN	2.00
1	PIZZA	17.00
	*SAUSAGE PIE	0.00
1	PIZZA	17.00
	*POTATO PIE	0.00
2	Pit Devils Canyon	34.00
1	Btl Howie White	18.00
	Sub Total	149.00
	Sales Tax	12.30

**Identify Alcohol  
Purchases.**

**TOTAL 161.30**

**THANK YOU  
JereI**

**Howie's Artisan  
Pizza**

Town & Country Village  
Palo Alto CA 94301  
650.776.8545  
www.howiesartisanpizza.com

7/11/2011 7:48:45 PM

Card Type: American Express  
Card Number: XXXXXXXXXXXX1004  
Server Name: JereI  
Check Number: 99135  
Table Number: 21

TOTAL AMOUNT DUE 161.30

TIP 32.00  
TOTAL 193.30

Approval: 527446

I AGREE TO COMPLY WITH  
THE CARDHOLDER AGREEMENT

**COPY**