

FSO Travel Receipt Reference Guide

July 2017

FSO FINANCIAL SERVICES OFFICE

Acceptable receipt:

- ✓ Itemized
- ✓ No alcohol
- ✓ Less than per diem
- ✓ Shows payment method

Texas A&M University Dining
Smashburger Store 1431
Thanks and Gig'em

1603 Japonica

79 JAN30'16 1:26PM

1 Bcn Chz	5.99
REGULAR	
1 Smashfries	1.99
Wilber	
1 TO GO-NAME	0.00
XXXXXXXXXXXX0900	XX/XX
Visa	8.64
Subtotal	7.98
Tax	0.66
Total Paid	8.64

Tell us what you think & receive
free smashfries plus receive
chances to win daily cash &
other weekly prizes.

Review us at:
www.smashburgersurvey.com

Valid for 30 days CODE:-----

Spring Meal Plans
are Now Available!
www.dineoncampus.com/tamu

Unacceptable receipt:

Not itemized

0647

Server: MORIAH V (#231) Rec:393
01/29/16 21:09, Swiped T: 821 Term: 5

BJ'S RESTAURANT BREWHOUSE
1520 HARVEY RD.
COLLEGE STATION, TX 77598
(979)696-5700
MERCHANT #:

CARD TYPE ACCOUNT NUMBER
VISA XXXXXXXXXXXX0900
Name: Wilber Wildcat
OO TRANSACTION APPROVED
AUTHORIZATION #: 029195
Reference: 0129010000647
TRANS TYPE: Credit Card SALE

CHECK: 13.43
TIP: 2.57
TOTAL: 16.00

x 

Duplicate Copy

CARDHOLDER WILL PAY CARD ISSUER ABOVE
AMOUNT PURSUANT TO CARDHOLDER AGREEMENT
PLEASE LEAVE SIGNED COPY FOR SERVER

Receipt includes unallowable alcohol

Acenar
146 East Houston St
San Antonio, TX 78205
(210) 222-2362

Server: Gomez DOB: 02/25/2016
09:05 PM 02/25/2016
Table 86/10 7/70015

SALE

AMEX 7340044
Card #XXXXXXXXXX2001 Wilber Wildcat
Magnetic card present:
Card Entry Method: S

Approval: 506185

Amount: \$ 41.08
+ Included Gratuity: \$ 7.59
+ Additional Tip
= Total: 48.67

I agree to pay the above
total amount according to the
card issuer agreement.

X

Acenar
146 E. Houston
San Antonio, Texas 78205
(210) 222-2362

Acenar
146 East Houston St
San Antonio, TX 78205
(210) 222-2362

Server: Gomez 02/25/2016
Table 86/10 8:56 PM
Guests: 9 70015
Reprint #: 1
Order Type: Order

ACENAR HANDSHAKEN MARG (2 @10.50) 21.00
SHORT R10 Jacos 16.95

3 Items

Subtotal 37.95
Tax 3.13
Total 41.08
Gratuity 20.00% 7.59
Total 48.67

Balance Due 48.67

Acenar
146 E. Houston
San Antonio, Texas 78205
(210) 222-2362

**Alcohol plus applicable tax and tip removed
Reimbursable amount = \$21.74**

Example of valid lodging receipt for pre-paid lodging from
Hotels.com

Courtyard by Marriott Chapel Hill

100 Marriott Way
Chapel Hill
27517
NC
US

+19198830700

- ✓ Company name
- ✓ Traveler name
- ✓ Purchase dates
- ✓ Purchase amount
- ✓ Proof/method of payment
- ✓ Itemization

Hotels.com confirmation number

129443843614

Check-in

Sunday, June 5, 2016 (3 PM)

Check-out

Monday, June 6, 2016 (noon)

Your stay

1 night, 1 room

Cancellation policy

Non-refundable

Total amount paid

\$134.89

Room details

Room

Room, 1 King Bed
Wilber Wildcat, 1 adult

Payment details

Price for room 1

Sunday, June 5, 2016

\$118.32

**Tax recovery charges and
service fees**

\$16.57

Total amount paid

\$134.89

Amount left to pay

\$0.00



Thank you for paying using your Visa ending in 1396. Your booking is
guaranteed.

You'll need to pay any additional charges and fees incurred during your stay at the
hotel in their local currency.

Example of valid lodging receipt:

- ✓ Company name
- ✓ Traveler name
- ✓ Purchase dates
- ✓ Purchase amount
- ✓ Proof/method of payment
- ✓ Itemization



Email Receipt

Print Receipt

Customer Receipt

Confirmation Code: DE54AH

Sun, September 13, 2015

Receipt # 2117192187

Guest

Wilma Wildcat

Travel Destination

Denver, CO

Accommodation Address

Denver, CO 80202, United States

Travel Property

Walk 2 downtown/ convention/16th st

Accommodation Type

Private room

Nights

4

Arrive

Depart

Wed, November 11, 2015

Sun, November 15, 2015

Payment Details

Payment received: Sun, September 13, 2015

\$120 x 4 Nights **\$480**

Airbnb Service Fee **\$58**

Payment (DISCOVER xxxxxxxxxxxx0069) **\$538**

Balance **\$0**



Sent with ♥ from Airbnb HQ

[Email preferences](#)

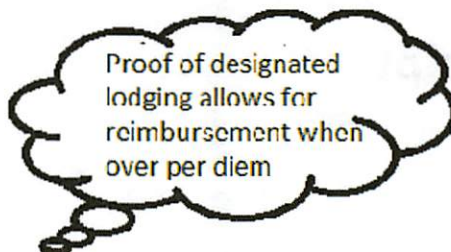
Example of designated lodging receipt with unallowable room service, restaurant, or other charges.



Hyatt Regency San Francisco
Five Embarcadero Center
San Francisco, CA 94111
Tel: 415.788.1234
Fax: 415.398.2567
www.sanfrancisco.hyatt.com

INFORMATION INVOICE

Payee Wilma Wildcat
Street Address
Tucson, AZ 85XXX
United States



Room No. 1135
Arrival 10-07-15
Departure 10-13-15
Page No. 1 of 2
Folio Window 1
Folio No. 750007

Confirmation No. 6276963701

Group Name No Am Congress for Collegiate Mascots

Booking No. 32C8DHTX

Date	Description	Charges	Credits
10-07-15	Package Room	289.00	
10-07-15	Occupancy Tax	40.46	
10-07-15	Tourism Assessment	2.89	
10-07-15	CA Assessment	0.50	
10-07-15	Moscone District Assessment	3.61	
10-08-15	- Eclipse Bar Lunch Beverage	121.33	
10-08-15	Package Room	289.00	
10-08-15	Occupancy Tax	40.46	
10-08-15	Tourism Assessment	2.89	
10-08-15	CA Assessment	0.50	
10-08-15	Moscone District Assessment	3.61	
10-09-15	- Eclipse Bar Dinner Beverage	75.25	
10-09-15	- Eclipse Bar Dinner Beverage	43.98	
10-09-15	Package Room	289.00	
10-09-15	Occupancy Tax	40.46	
10-09-15	Tourism Assessment	2.89	
10-09-15	CA Assessment	0.50	
10-09-15	Moscone District Assessment	3.61	
10-10-15	- Eclipse Bar Dinner Beverage	25.84	
10-10-15	Package Room	289.00	
10-10-15	Occupancy Tax	40.46	
10-10-15	Tourism Assessment	2.89	
10-10-15	CA Assessment	0.50	
10-10-15	Moscone District Assessment	3.61	
10-11-15	- Eclipse Bar Dinner Beverage	24.84	
10-11-15	Package Room	289.00	
10-11-15	Occupancy Tax	40.46	
10-11-15	Tourism Assessment	2.89	
10-11-15	CA Assessment	0.50	
10-11-15	Moscone District Assessment	3.61	
10-12-15	Package Room	289.00	
10-12-15	Occupancy Tax	40.46	
10-12-15	Tourism Assessment	2.89	
10-12-15	CA Assessment	0.50	
10-12-15	Moscone District Assessment	3.61	
10-13-15	Visa		2,310.00

Room service allowable if:

-Itemized summary included AND

-No per diem requested AND

-Amount does not exceed allowable per diem

Room# 1135 : CHECK# 5929

Room# 1135 : CHECK# 5094

Room# 1135 : CHECK# 4787

Room# 1135 : CHECK# 4856

Room# 1135 : CHECK# 4962

XXXXXXXXXXXX3797 XX/XX

Total Reimbursable amount = \$2,018.76 2,310.00 2,310.00

Guest Signature

Balance

0.00

Example of potential duplicate payment when receipt does not show proof of payment.

- ✓ Company name
- ✓ Traveler name
- ✓ Purchase dates
- ✓ Purchase amount
- ✗ Proof/method of payment
- ✓ Itemization

Tucson, AZ 85719
520-908-6800
<http://www.alofthotels.com> Submitted with expense reimbursement

aloft
TUCSON UNIVERSITY

Wildcat, Wilma

Page Number 1 Invoice Mbr 1000007769
Guest Number 57778 Arrive Date 10-02-20
Folio ID D Depart Date 10-07-20
No. Of Guest 1
Room Number 422
Time 10-04-20 08:45

Information Invoice

Date	Reference	Description	Charges	Credits
10-02-20	RT422	Room Charge	\$135.00	
10-02-20	RT422	Room Tax	\$16.27	
10-02-20	RT422	City/Local Tax	\$2.00	
10-03-20	RT422	Room Charge	\$135.00	
10-03-20	RT422	Room Tax	\$16.27	
10-03-20	RT422	City/Local Tax	\$2.00	
		** Total	\$306.54	\$0.00
		** Balance	\$306.54	

REVERSE SURCHARGE REPORT
Currency: USD

Shows a balance due

AND

aloft
A VISION OF W HOTELS

Billed directly to UA

Aloft Tucson University
Invoice # 1000007769-57778

To: University of Arizona
Attn: Accounts Payable

10/04/20

DATE	QTY	DESCRIPTION	CHARGES	AMOUNT DUE
10/02-04/13	2	Lodging for Wilma Wildcat Guestroom Rate Occupancy Tax City Tax	135.00 16.27 2.00	\$306.54
		total:		\$306.54

Hotel confirmation and reservation documents are not allowable/valid receipts.

- ✓ Company name
- ✓ Traveler name
- ✗ Purchase dates
- ✗ Purchase amount
- ✗ Proof/method of payment
- ✓ Itemization

Rooms: 1

YOUR INFORMATION

Guest Name: Wilma Wildcat

Email: wilmawildcat@email.arizona.edu

Loyalty Level: Not a member?

HOTEL AND RATE INFORMATION

Hotel name: Onyx®, a Kimpton® Hotel

Hotel address: 155 Portland Street Boston, Massachusetts 02114

Phone/Fax number: 1-617-557-9955 ph 1-617-557-0005 fax

Your rate: Advance Purchase Rate

Your room type: King Deluxe Room

Nightly rates: Saturday, October 24, 2015 USD 339.15
Sunday, October 25, 2015 USD 339.15
Monday, October 26, 2015 USD 339.15
Tuesday, October 27, 2015 USD 339.15

Average nightly rate: USD 339.15

Approximate total charges: USD 1,552.64

PACKAGE INFO

PAYMENT AND CANCELLATION POLICY

Policy Information:

This credit card is being used to guarantee your room. Please provide a credit card at the time of check in for room, tax & incidentals.
"Reservation is pre-paid & non refundable. The time for canceling this reservation has passed. If you cancel this reservation, you forfeit room & tax for the entire stay. An early departure fee in the amount of up to 1 night's room and tax may apply."

RESERVATION MODIFICATION OR CANCELLATION

If you would like to modify or cancel this reservation, [click here](#).

Airline ticket receipt sample:

- ✓ Company name
 - ✓ Traveler name
 - ✓ Purchase dates
 - ✓ Purchase amount
 - ✓ Proof/method of payment
 - ✓ Itemization
- ✗ Not economy class—not allowable
 - ✗ No dinner per diem should be requested for this day

Carrier	Flight #	Departing	Arriving	Fare Code
American Wilber Wildcat	1648 Seat 4B	TUCSON SAT 07JUN 6:00 AM First CI	DALLAS FT WORTH 10:15 AM FF#: EME9688 EXP	A Continental Bfast
American Wilber Wildcat	1412 Seat 2E	DALLAS FT WORTH SAT 07JUN 1:50 PM First CI	MIAMI INTERNTNL 5:45 PM FF#: EME9688 EXP	A Snack
American Wilber Wildcat	933 Seat 3B	MIAMI INTERNTNL SAT 07JUN 6:55 PM Business	GUAYAQUIL 10:20 PM FF#: EME9688 EXP	Dinner

Passenger	Ticket #	Fare-USD	Taxes and Carrier-Imposed Fees	Ticket Total
Wilber Wildcat	0012332539247-48	1569.00	116.91	1685.91
Visa XXXXXXXXXXXXX8793				\$ 1685.91

Example of valid rental car receipt:

From: Customerservice@enterprise.com
Sent: Thursday, May 19, 2016 12:29 PM
To: Wilber Wildcat <wilberwildcat@email.arizona.edu>
Subject: Enterprise Rental Agreement 4GG26F

ARIZONA GROUP, 3313 E SPEEDWAY BLVD, TUCSON, AZ 857163935 (520) 321-0881

RENTAL AGREEMENT REF#
 92288 4GG26F

RENTER
 Wildcat, Wilber

DATE & TIME OUT
 05/17/2016 04:34 PM
DATE & TIME IN
 05/19/2016 07:30 AM

BILLING CYCLE
 24-HOUR

VEH #1 2016 NISN NOTE SDSV
 VIN# 3N1ICE2CP8GL352665
 LIC# ATT9615
 MILES DRIVEN 12

SUMMARY OF CHARGES

Charge Description	Date	Quantity	Per	Rate	Total
TIME & DISTANCE	05/17 - 05/19	2	DAY	\$29.73	\$59.46
REFUELING CHARGE	05/17 - 05/19				\$0.00
Subtotal:					\$59.46
Taxes & Surcharges					
RENTAL SURCHARGE - PIMA COUNTY	05/17 - 05/19	1	RENTAL	\$3.50	\$3.50
TRANS PRIVILEGE TAX	05/17 - 05/19			8.1%	\$4.82
VEHICLE LICENSE SURCHARGE	05/17 - 05/19			5%	\$2.97
Total Charges:					\$70.75

Total Amount Due

\$0.00

PAYMENT INFORMATION
AMOUNT PAID
 \$70.75

TYPE
 Visa

CREDIT CARD NUMBER
 xxxxxxxxxxxx6878 PENDING

- ✓ Company name
- ✓ Traveler name
- ✓ Purchase dates
- ✓ Purchase amount
- ✓ Proof/method of payment
- ✓ Itemization

Examples of rental car receipts with unallowable items:

ARIZONA GROUP, 3313 E SPEEDWAY BLVD, TUCSON, AZ 857163935 (520) 321-0881

RENTAL AGREEMENT REF# 84393 SUMMARY OF CHARGES 2VTMY8

RENTER	Charge Description	Date	Quantity	Per	Rate	Total
Wildcat, Wilber	TIME & DISTANCE	11/16 - 11/19	3	DAY	\$34.99	\$104.97
	DW	11/16 - 11/19	3	DAY	\$18.99	\$56.97
	PAI	11/16 - 11/19	3	DAY	\$3.00	\$9.00
	RAP	11/16 - 11/19	3	DAY	\$3.99	\$11.97
	REFUELING CHARGE	11/16 - 11/19				\$0.00
	Subtotal:					\$182.91
	Taxes & Surcharges					
	RENTAL SURCHARGE - PIMA COUNTY	11/16 - 11/19	1	RENTAL	\$3.50	\$3.50
	TRANS PRIVILEGE TAX	11/16 - 11/19			8.1%	\$14.08
	VEHICLE LICENSE SURCHARGE	11/16 - 11/19			5%	\$9.15
	Total Charges:					\$209.64
	Total Amount Due					\$0.00

Optional insurance charges are not allowable

DATE & TIME OUT
11/16/2015 04:26 PM
DATE & TIME IN
11/19/2015 03:26 PM

BILLING CYCLE
24-HOUR

VEH #1 2015 FORD FOCUS 4SE
VIN# 1FADP3F28FL301555
LIC# 7LMD117
MILES DRIVEN 298

PAYMENT INFORMATION

AMOUNT PAID \$209.64 TYPE Visa

CREDIT CARD NUMBER

XXXXXXXXXXXX

RECEIPT

Rental Agreement Number: 223640058
Vehicle Number: 63094975

YOUR INFORMATION

Wildcat, W.
AVIS DISC: COSTCO TRAVEL
PAYMENT METHOD: MASTER XX8875

YOUR RENTAL

Picked up: BUR
Date/Time: OCT 13, 2014@08:08AM
Returned: BUR
Date/Time: OCT 16, 2014@06:10AM
Veh Group: Intermediate
Veh Charged: Compact
Vehicle: TOYOTA COROLLA 4 DR
Odometer Out: 32882
Odometer In: 32950
Fuel Reading: Full

YOUR VEHICLE CHARGES

MINIMUM CHARGE 185.00
YOUR TIME AND MILEAGE: 185.00

YOUR TAXABLE FEES

11% FEE 22.88
GPS 20.97
CUST FAC CHARGE 6.00/DY 18.00
VEH LIC RECOUP 1.19/DY 3.57

YOUR SUBTOTAL 246.85
TAXABLE SUBTOT 246.85
TAX 9.000% 22.22

YOUR NON TAXABLE ITEMS 4.81
2.6% TAF

TOTAL CHARGES 273.88
NET CHARGES 273.88
YOUR TOTAL DUE: 0.00

PAID ON MASTER XX8875
**CONCESSION RECOVERY FEE
2.6% TOURISM ASSMNT FEE

GPS 10 6.99/DY EA= 20.97*T

THANK YOU FOR RENTING WITH AVIS

Toll Pass inquiries,
visit www.e-tolls.com
or call HTA at 1-866-642-2000
Other inquiries or e-receipt visit
WWW.AVIS.COM

or call 818-565-1169



RA 329810414 Bill 0
Rental 15-SEP-2015 03:53 PM
ALBUQUERQUE INTL ARPT
Return 22-SEP-2016 11:37 AM
ALBUQUERQUE INTL ARPT

Wildcat, Wilma
Vehicle # G7101688
Model CRUZE LMT
Class Driven ICAR: Class Charged ICAR
License# NKP301 State/Province NM
M/Kms Driven 721
M/Kms Out 6169
M/Kms In 6890

U OF A STORES-

Billing Ref	Admissions	Charges	No Unit	Price	Amount
CDW	7 Days	21.99			163.93*
T & M	1 Week	124.21			124.21*
UNLIM M/KM	0 M/Kms				0.00*
DSCT T&M	5.00x				-6.21*
CONCESSION FEE	11.11 PCT				30.48*
NM LEASED VEHICLE SURCHG					14.00
ABO OFC					15.75*
VLF REC					2.52*
NM RENTAL TAX @5.000 %					16.03
SALES TAX @7.188 %					23.05

Total Charges USD 373.77

Deposit Visa 5489

Amount Due USD 373.77

GPS/Navigation systems,
Car Seats, non-economy
class are not allowable

- ✓ Company name
- ✓ Traveler name Emailed receipts should show UA email address
- ✓ Purchase dates
- ✓ Purchase amount
- ✓ Proof/method of payment
- ✓ Itemization

Sent from my iPhone

Begin forwarded message:

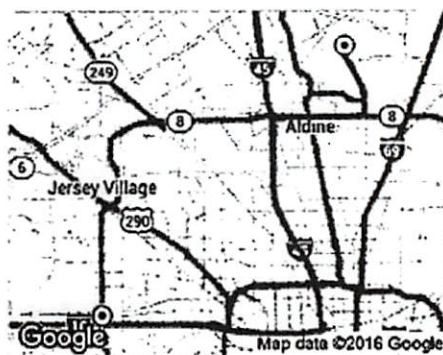
From: Uber Receipts <receipts.houston@uber.com>
 Date: June 13, 2016
 To: <wilberwildcat@email.arizona.edu>
 Subject: Your Monday Afternoon trip with Uber

UBER

JUNE 13, 2016

\$39.59

Thanks for choosing Uber, Drew



12:25am
 2701-2735 N Terminal Rd,
 Houston, TX

01:03am
 Interstate 10 Frontage Rd & I-10
 & Sam Houston Tollway,
 Houston, TX

CAR	MILES	TRIP TIME
uberX	33.33	00:37:52

FARE BREAKDOWN


Base Fare	1.00
Distance	29.00
Time	4.17

Subtotal	\$34.17
-----------------	----------------

Booking Fee (?)	1.95
-----------------	------

2% tax required by the City of Houston (?)	0.72
---	------

Airport Surcharge (?)	2.75
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CHARGED	
 Personal **** 7994	\$39.59