FSO Travel
Receipt Reference Guide

July 2017
Acceptable receipt:
- Itemized
- No alcohol
- Less than per diem
- Shows payment method

Unacceptable receipt:
- Not itemized

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

0647
Server: HORHIV (V231)  Rec:393
01/29/16 21:09, Swiped  T: O21 term: 5

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

1  Bcn Chz  5.99
   1  Smashfries  1.99
   1 TO GO-NAME
   XXXXXXXXXX0900
   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

Cardholder Will Pay Card Issuer Above
Amount Pursuant to Cardholder Agreement
Please Leave Signed Copy For Server

Phone: (520) 621-9097 Fax: (520) 626-1243 Location: University Services Building, 888 N. Euclid, Room 402
Receipt includes unallowable alcohol

<table>
<thead>
<tr>
<th>Acenar</th>
<th>Acenar</th>
</tr>
</thead>
<tbody>
<tr>
<td>146 East Houston St</td>
<td>146 East Houston St</td>
</tr>
<tr>
<td>San Antonio, TX 78205</td>
<td>San Antonio, TX 78205</td>
</tr>
<tr>
<td>(210) 222-2362</td>
<td>(210) 222-2362</td>
</tr>
</tbody>
</table>

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

SALE

AMEX 7340044
Card #XXXXXXXXXXXXX2001 Wilber Wildcat

Magnetic card present:  
Card Entry Method: S

Approval: 506185

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>AMEX</td>
<td>7340044</td>
<td>Card #XXXXXXXXXXXXX2001 Wilber Wildcat</td>
</tr>
</tbody>
</table>

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Server: Gomez</td>
<td>02/25/2016</td>
<td>Table 86/10 7/70015</td>
</tr>
</tbody>
</table>

Guests: 9

Order Type:  
Reprint #: 1

<table>
<thead>
<tr>
<th>Item</th>
<th>Subtotal</th>
<th>Tax</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>37.95</td>
<td>3.13</td>
<td>41.08</td>
</tr>
<tr>
<td>B</td>
<td>37.95</td>
<td>3.13</td>
<td>41.08</td>
</tr>
<tr>
<td>C</td>
<td>16.95</td>
<td>1.55</td>
<td>18.50</td>
</tr>
</tbody>
</table>

Gratuity 20.00%  
Total 48.67

Balance Due 48.67

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

X ____________________________________

Alcohol plus applicable tax and tip removed
Reimbursable amount = $21.74
Example of valid lodging receipt for pre-paid lodging from Hotels.com

<table>
<thead>
<tr>
<th>Company name</th>
<th>✓</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traveler name</td>
<td>✓</td>
</tr>
<tr>
<td>Purchase dates</td>
<td>✓</td>
</tr>
<tr>
<td>Purchase amount</td>
<td>✓</td>
</tr>
<tr>
<td>Proof/method of payment</td>
<td>✓</td>
</tr>
<tr>
<td>Itemization</td>
<td>✓</td>
</tr>
</tbody>
</table>

### Courtyard by Marriott Chapel Hill

100 Marriott Way  
Chapel Hill  
27517 NC  
US  
+19198830700

<table>
<thead>
<tr>
<th>Hotels.com confirmation number</th>
<th>129443843614</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check-in</td>
<td>Sunday, June 5, 2016 (3 PM)</td>
</tr>
<tr>
<td>Check-out</td>
<td>Monday, June 6, 2016 (noon)</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Price for room 1</th>
<th>Tax recovery charges and service fees</th>
<th>Total amount paid</th>
<th>Amount left to pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday, June 5, 2016</td>
<td>$118.32</td>
<td>$16.57</td>
<td>$134.89</td>
</tr>
</tbody>
</table>

**Visa** Thank you for paying using your Visa ending in 1398. 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:

Customer Receipt

Confirmation Code: DE54AH
Sun, September 13, 2015
Receipt # 2117192187

Guest
Travel Destination
Accommodation Address
Travel Property
Accommodation Type
Nights

Arrive
Wed, November 11, 2015

Depart
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.

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Charges</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-07-15</td>
<td>Package Room</td>
<td>289.00</td>
<td></td>
</tr>
<tr>
<td>10-07-15</td>
<td>Occupancy Tax</td>
<td>40.46</td>
<td></td>
</tr>
<tr>
<td>10-07-15</td>
<td>Tourism Assessment</td>
<td>2.89</td>
<td></td>
</tr>
<tr>
<td>10-07-15</td>
<td>CA Assessment</td>
<td>0.50</td>
<td></td>
</tr>
<tr>
<td>10-07-15</td>
<td>Moscone District Assessment</td>
<td>3.61</td>
<td></td>
</tr>
<tr>
<td>10-08-15</td>
<td>Eclipse Bar Lunch Beverage</td>
<td>289.00</td>
<td></td>
</tr>
<tr>
<td>10-08-15</td>
<td>Occupancy Tax</td>
<td>40.46</td>
<td></td>
</tr>
<tr>
<td>10-08-15</td>
<td>Tourism Assessment</td>
<td>2.89</td>
<td></td>
</tr>
<tr>
<td>10-08-15</td>
<td>CA Assessment</td>
<td>0.50</td>
<td></td>
</tr>
<tr>
<td>10-08-15</td>
<td>Moscone District Assessment</td>
<td>3.61</td>
<td></td>
</tr>
<tr>
<td>10-09-15</td>
<td>Eclipse Bar Dinner Beverage</td>
<td>289.00</td>
<td></td>
</tr>
<tr>
<td>10-09-15</td>
<td>Eclipse Bar Dinner Beverage</td>
<td>76.25</td>
<td>43.98</td>
</tr>
<tr>
<td>10-10-15</td>
<td>Eclipse Bar Dinner Beverage</td>
<td>289.00</td>
<td></td>
</tr>
<tr>
<td>10-10-15</td>
<td>Occupancy Tax</td>
<td>40.46</td>
<td></td>
</tr>
<tr>
<td>10-10-15</td>
<td>Tourism Assessment</td>
<td>2.89</td>
<td></td>
</tr>
<tr>
<td>10-10-15</td>
<td>CA Assessment</td>
<td>0.50</td>
<td></td>
</tr>
<tr>
<td>10-10-15</td>
<td>Moscone District Assessment</td>
<td>3.61</td>
<td></td>
</tr>
<tr>
<td>10-11-15</td>
<td>Eclipse Bar Dinner Beverage</td>
<td>289.00</td>
<td></td>
</tr>
<tr>
<td>10-11-15</td>
<td>Eclipse Bar Dinner Beverage</td>
<td>24.84</td>
<td>25.84</td>
</tr>
<tr>
<td>10-12-15</td>
<td>Eclipse Bar Dinner Beverage</td>
<td>289.00</td>
<td></td>
</tr>
<tr>
<td>10-12-15</td>
<td>Occupancy Tax</td>
<td>40.46</td>
<td></td>
</tr>
<tr>
<td>10-12-15</td>
<td>Tourism Assessment</td>
<td>2.89</td>
<td></td>
</tr>
<tr>
<td>10-12-15</td>
<td>CA Assessment</td>
<td>0.50</td>
<td></td>
</tr>
<tr>
<td>10-12-15</td>
<td>Moscone District Assessment</td>
<td>3.61</td>
<td></td>
</tr>
<tr>
<td>10-13-15</td>
<td>Eclipse Bar Dinner Beverage</td>
<td>289.00</td>
<td></td>
</tr>
<tr>
<td>10-13-15</td>
<td>Occupancy Tax</td>
<td>40.46</td>
<td></td>
</tr>
<tr>
<td>10-13-15</td>
<td>Tourism Assessment</td>
<td>2.89</td>
<td></td>
</tr>
<tr>
<td>10-13-15</td>
<td>CA Assessment</td>
<td>0.50</td>
<td></td>
</tr>
<tr>
<td>10-13-15</td>
<td>Moscone District Assessment</td>
<td>3.61</td>
<td></td>
</tr>
</tbody>
</table>

Reimbursable amount = $2,018.76

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
- Itemization

![Image of Aloft Tucson University receipt](image)

**Submitted with expense reimbursement**

- Shows a balance due

**Billed directly to UA**

<table>
<thead>
<tr>
<th>Date</th>
<th>QTY</th>
<th>Description</th>
<th>Charges</th>
<th>Amount Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/02-04/13</td>
<td>2</td>
<td>Lodging for Wilma Wildcat</td>
<td>135.00</td>
<td>306.54</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Guestroom Rate</td>
<td>16.27</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Occupancy Tax</td>
<td>2.00</td>
<td></td>
</tr>
</tbody>
</table>

**Total:** $306.54
Hotel confirmation and reservation documents are not allowable/valid receipts.

<table>
<thead>
<tr>
<th>Rooms:</th>
<th>1</th>
</tr>
</thead>
</table>

**YOUR INFORMATION**

<table>
<thead>
<tr>
<th>Guest Name:</th>
<th>Wilma Wildcat</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email:</td>
<td><a href="mailto:wilmawildcat@email.arizona.edu">wilmawildcat@email.arizona.edu</a></td>
</tr>
</tbody>
</table>

**HOTEL AND RATE INFORMATION**

<table>
<thead>
<tr>
<th>Hotel name:</th>
<th>Omyx®, a Kimpton® Hotel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hotel address:</td>
<td>155 Portland Street Boston, Massachusetts 02114</td>
</tr>
<tr>
<td>Phone/Fax number:</td>
<td>1-617-557-9955 ph 1-617-557-0005 fax</td>
</tr>
<tr>
<td>Your rate:</td>
<td>Advance Purchase Rate</td>
</tr>
<tr>
<td>Your room type:</td>
<td>King Deluxe Room</td>
</tr>
</tbody>
</table>

**Nightly rates:**

- Saturday, October 24, 2015 USD 339.19
- Sunday, October 25, 2015 USD 339.19
- Monday, October 26, 2015 USD 339.15
- Tuesday, October 27, 2015 USD 339.15

**Average nightly rate:** USD 339.15

**Approximate total charges:** USD 1,552.04

**PACKAGE INFO**

**PAYMENT AND CANCELLATION POLICY**

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

<table>
<thead>
<tr>
<th>Carrier</th>
<th>Flight #</th>
<th>Departing</th>
<th>Arriving</th>
<th>Fare Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>American</td>
<td>1648</td>
<td>TUCSON SAT 07JUN</td>
<td>DALLAS FT WORTH</td>
<td>A</td>
</tr>
<tr>
<td>Wilber Wildcat</td>
<td>Seat 4B</td>
<td>First Cl</td>
<td>FF#: EME9688 EXP</td>
<td>Continental Bfast</td>
</tr>
<tr>
<td>American</td>
<td>1412</td>
<td>DALLAS FT WORTH</td>
<td>MIAMI INTERNTNL</td>
<td>A</td>
</tr>
<tr>
<td>Wilber Wildcat</td>
<td>Seat 2E</td>
<td>First Cl</td>
<td>FF#: EME9688 EXP</td>
<td>Snack</td>
</tr>
<tr>
<td>American</td>
<td>933</td>
<td>MIAMI INTERNTNL</td>
<td>GUAYAQUIL</td>
<td>A</td>
</tr>
<tr>
<td>Wilber Wildcat</td>
<td>Seat 3B</td>
<td>Business</td>
<td>FF#: EME9688 EXP</td>
<td>Dinner</td>
</tr>
</tbody>
</table>

Passenger Ticket # 0012332539247-48
Fare-USD 1569.00
Taxes and Carrier-Imposed Fees 116.91
Ticket Total 1685.91

Example of valid rental car receipt:

- From:
- Sent:
- To:
- Subject:

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

RENTAL AGREEMENT 92288
REFERENCE 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 5DSV
VIN# 3N1CE2CP8GL352665
LIC# ATT9615
MILES DRIVEN 12

SUMMARY OF CHARGES

- 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 - PINA 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 85716-3935 (520) 311-0881

**RENTAL AGREEMENT REF#** 84393 2VTMY8

**RENTAL AGREEMENT**

**RENTER**
Wildcat, Wilber

**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#** 1FADP3F2BFL301553

**LIC#** 7LM0117

**MILES DRIVEN** 298

**TIME & DISTANCE**

<table>
<thead>
<tr>
<th>Date</th>
<th>Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/16-11/19</td>
<td>$34.99</td>
<td>$104.97</td>
</tr>
</tbody>
</table>

**DW**

<table>
<thead>
<tr>
<th>Date</th>
<th>Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/16-11/19</td>
<td>$18.99</td>
<td>$56.97</td>
</tr>
</tbody>
</table>

**PAI**

<table>
<thead>
<tr>
<th>Date</th>
<th>Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/16-11/19</td>
<td>$3.00</td>
<td>$9.00</td>
</tr>
</tbody>
</table>

**RAP**

<table>
<thead>
<tr>
<th>Date</th>
<th>Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/16-11/19</td>
<td>$3.99</td>
<td>$11.97</td>
</tr>
</tbody>
</table>

**REFUELING CHARGE**

<table>
<thead>
<tr>
<th>Date</th>
<th>Rate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/16-11/19</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Taxes & Surcharges**

- RENTAL SURCHARGE - PIMA COUNTY
  - $3.50
- TRANS PRIVILEGE TAX
  - $14.08
- VEHICLE LICENSE SURCHARGE
  - $9.15

**SUBTOTAL**

$182.91

**PAYMENT INFORMATION**

- **AMOUNT PAID**
  - $209.64
- **CREDIT CARD NUMBER**
  - xxxxxxxxxxx

---

**Enterprise**

**RA 329h10414**

**Bill 0**

Rental: 16-SEP-2015 03:53 PM

Return: 22-SEP-2015 11:37 AM

**ALBUQUERQUE INTL ARPT**

**VEHICLE INFORMATION**

- **Vehicle#** G7101688
- **Model** CRUZE LTH
- **Class Driven** ICAR
- **License#** NKP3U1
- **M/Ks Driven** 721
- **M/Ks Out** 6169
- **M/Ks In** 6890

**Min Charge**

- **MINIMUM CHARGE**
  - 166.00
- **TIME AND MILEAGE**
  - 166.00

**TOTAL CHARGES**

- **TOAL CHARGES**
  - 273.98
- **NET CHARGES**
  - 273.98
- **YOUR TOTAL DUE**
  - 0.00

**PAID ON MASTER XX8875**

**11% FEE**

- 22.88

**COST FAC CHARGE**

- 6.00/DY

**VEH LIC RECUP**

- 1.19/DY

**SUBTOTAL**

- 246.85

**TAX 9.000%**

- 22.22

**YOUR NON TAXABLE ITEMS**

- 2.6% TAF
  - 4.81

**YOUR SUBTOTAL TAXABLE SUBTOT**

- 251.67

**CONCESSION RECOVERY FEE**

- 20.97

**VEHICLE LICENSE SURCHARGE**

- 6.69/DY EA=
  - 20.97

**TOTAL CHARGES**

- 273.98

**NET CHARGES**

- 273.98

**YOUR TOTAL DUE**

- 0.00

**U OF A SHORES**

**Billinig Agreement Nuaber**

- 223640056

**Optional insurance charges are not allowable**

---

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

---
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

$39.59

Thanks for choosing Uber, Drew

FARE BREAKDOWN

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Fare</td>
<td>1.00</td>
</tr>
<tr>
<td>Distance</td>
<td>29.00</td>
</tr>
<tr>
<td>Time</td>
<td>4.17</td>
</tr>
<tr>
<td>Subtotal</td>
<td>$34.17</td>
</tr>
<tr>
<td>Booking Fee (?)</td>
<td>1.95</td>
</tr>
<tr>
<td>2% tax required by the City of Houston (?)</td>
<td>0.72</td>
</tr>
<tr>
<td>Airport Surcharge (?)</td>
<td>2.75</td>
</tr>
<tr>
<td><strong>Charged</strong></td>
<td>$39.59</td>
</tr>
</tbody>
</table>

12:25am
2701-2735 H Termal Rd,
Houston, TX

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

CAR: uberX
MILES: 33.33
TRIP TIME: 00:37:52