

Receipt Requirements	Airline/Rail	Hotel/ Lodging	Event Registration	Commercial Rental Car	Expenses \$50 and over*
Vendor Name	X	X		X	X
Traveler Name	X	X	X	X	
Transaction Date	X	X	X	X	X
Flight/Rail Itinerary	X				
Total Fare	X				
Proof of Payment	X	X	X	X	X
Ticket Number	X				
Itemized Daily Costs		X	When Applicable	X	When Applicable
Total Cost	X	X	X	X	X
Event Name			X		
*Receipts are strongly recommended for all transactions regardless of amount					