SAMPLE RECEIPTS

- **This is an itemized receipt for a group meal.***
- **It shows the vendor's name, address, phone number, items purchased, cost of each item and payment method.**
- **The total amount does not include sales tax.**

* **Meals must be for student organization purposes to qualify for reimbursement.**

TACO BURRITO KING
114 W CHICAGO AVE
CHICAGO, IL
312-526-3258

107 DAY 136 Miguel

Check: 9075 Guests: 1
2162725726
02/19/2015 01:07PM

PHONE ORDER

5	KING BURRITO chicken	35.95
4	KING BURRITO steak	28.76
2	KING BURRITO	14.38
1	FLAUTA PLATE	9.29
1	OPEN $ FOOD	39.50
1	OPEN $ FOOD	12.75
3	KING BURRITO	21.57
	[redacted]	
	VISA **********8983	162.20
	SUBTOTAL	162.20
	Tax	0.00
	TaxEx Ref: northwestern	
	PAYMENT	162.20
	TOTAL DUE	$0.00

Order Online!

tbkrivernorth.com

Sample Receipts continued

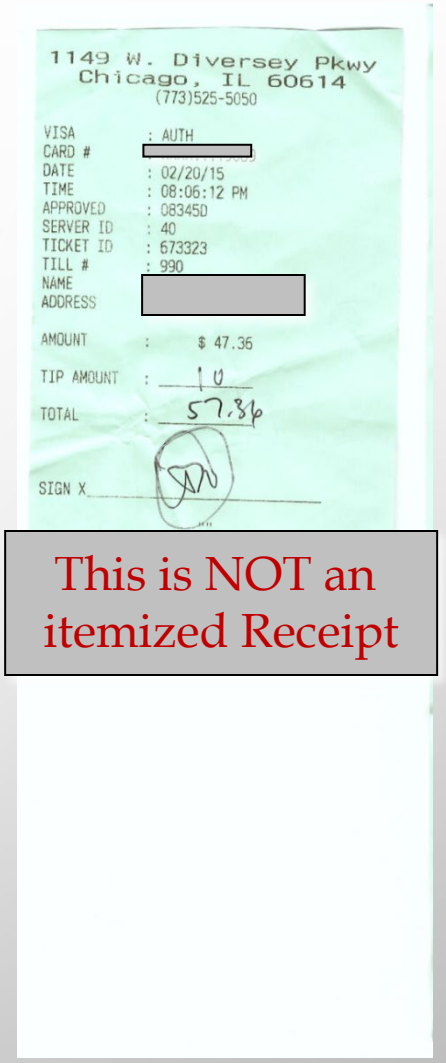
- **This is NOT an itemized receipt. Do not submit for reimbursement unless accompanied by an itemized receipt.**
- **Tips must be noted on receipt.**

REMEMBER

- **Illinois sales tax is not reimbursable**

SPECIAL NOTE

- **Except for contractual gratuity, tips are not to exceed 20%. (Feinberg is not to exceed 15%)**


1149 W. Diversey Pkwy
Chicago, IL 60614
(773)525-5050

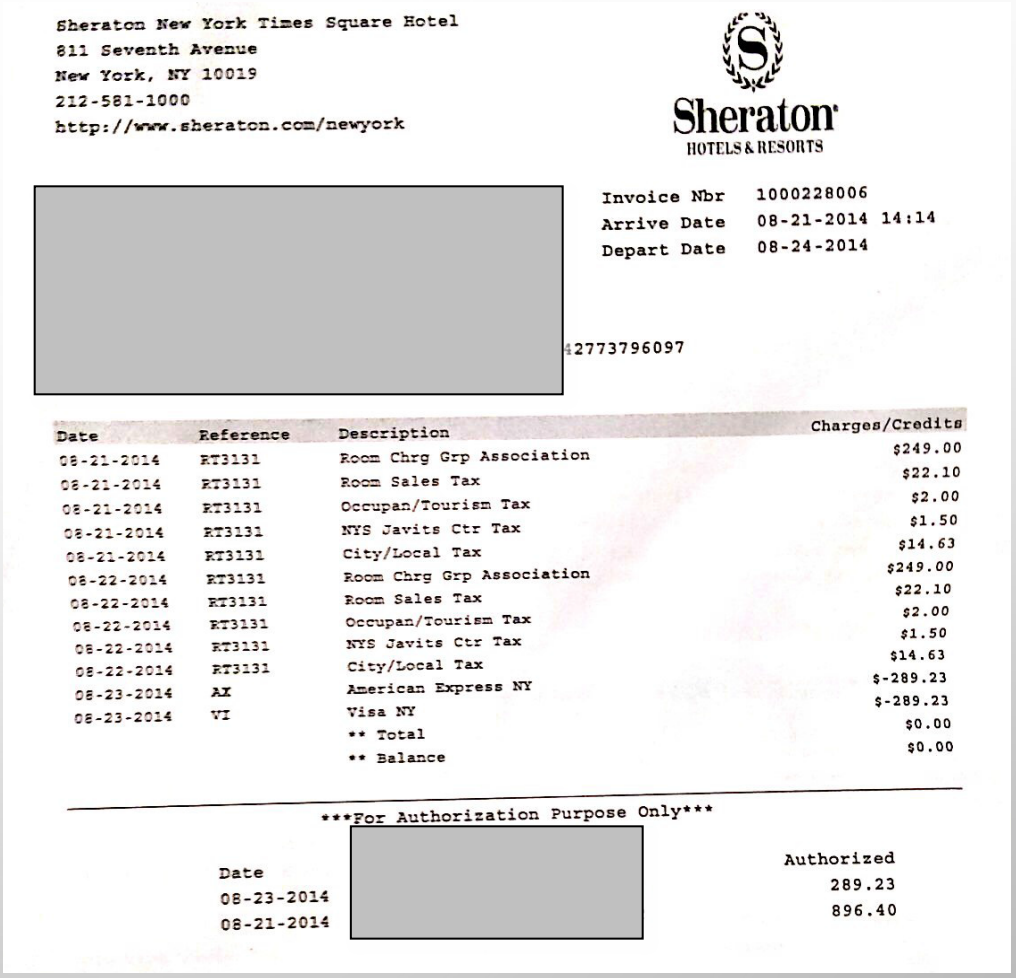
VISA : AUTH
CARD # [redacted]
DATE : 02/20/15
TIME : 08:06:12 PM
APPROVED : 083450
SERVER ID : 40
TICKET ID : 673323
TILL # : 990
NAME
ADDRESS [redacted]

AMOUNT : $ 47.36
TIP AMOUNT : 10
TOTAL : 57.36
SIGN X

This is NOT an itemized Receipt

Sample Receipts continued

- **This hotel invoice indicates the invoice is paid—zero balance.**
- **It contains the payment method--Visa.**
- **It is therefore an acceptable documentation for reimbursement.**
- **Hotel, air travel, and ground transportation taxes are reimbursable.**



Sheraton New York Times Square Hotel
811 Seventh Avenue
New York, NY 10019
212-581-1000
http://www.sheraton.com/newyork

Sheraton
HOTELS & RESORTS

[redacted]

Invoice Nbr 1000228006
Arrive Date 08-21-2014 14:14
Depart Date 08-24-2014

[redacted]2773796097

Date	Reference	Description	Charges/Credits
08-21-2014	RT3131	Room Chrg Grp Association	$249.00
08-21-2014	RT3131	Room Sales Tax	$22.10
08-21-2014	RT3131	Occupan/Tourism Tax	$2.00
08-21-2014	RT3131	NYS Javits Ctr Tax	$1.50
08-21-2014	RT3131	City/Local Tax	$14.63
08-22-2014	RT3131	Room Chrg Grp Association	$249.00
08-22-2014	RT3131	Room Sales Tax	$22.10
08-22-2014	RT3131	Occupan/Tourism Tax	$2.00
08-22-2014	RT3131	NYS Javits Ctr Tax	$1.50
08-22-2014	RT3131	City/Local Tax	$14.63
08-23-2014	AX	American Express NY	$-289.23
08-23-2014	VI	Visa NY	$-289.23
		** Total	$0.00
		** Balance	$0.00

For Authorization Purpose Only

Date
08-23-2014
08-21-2014

[redacted]

Authorized
289.23
896.40