**CCSI**

**Acceptable Receipts Policy**

**Last Updated: July 25, 2013**

For all items you will need an original hard-copy receipt that includes information about the purchase and also provides proof of payment.

In all cases, the receipt needs to be sufficiently detailed **(amount, date, place, type of expense – Who, What, Where, When).** A hotel bill should segregate valid reimbursable charges for lodging, meals, related taxes and tips, etc. from personal charges (personal phone calls, movies, health club, dry cleaning etc.) All itemized restaurant receipts must accompany a credit card receipt. When the restaurant only accepts cash, a detailed receipt from the restaurant will be required – the tear-off guest check typically issued by restaurants is not an acceptable receipt.

Purchases made electronically (via the internet) must be substantiated with a hard copy receipt.

If your receipt does not indicate how you paid the expense, you must also provide additional documentation to show proof of payment (such as canceled check, copy of your credit card statement, cash receipt from vendor). If you are submitting your credit card statement as proof of purchase then please block out your account number and, if you wish, any charges/credits that do not apply. Do not block out your name.

If you did not pay for the expense, then you will not be reimbursed for it.Incentives such as frequent flyer miles, vouchers, coupons, gift cards and other non-cash payments do not constitute and will not be accepted as proof of payment because these are not “out of pocket” for the expense. Items such as gift cards or gift certificates will not be accepted as proof of payment even if you purchased the gift card or certificate with personal funds.

Please ensure that all paperwork is turned in to the C.C.S.I.with all appropriate approvals and documentation attached to ensure that your expense reimbursement is not returned.

Which specific business expenses qualify?

**Travel -- Away Overnight**

All travel must be pre-approved. Any travel not approved in advance means the expenses risk not being approved for reimbursement.

**Lodging** – both en route to/from and at your destination. An original hotel bill with detailed charges and proof of payment is required even if you booked a room through an internet site. Express check-out receipts are acceptable if the receipt shows the complete itemized detail of charges and the method of payment.

**Air travel**

Air travel is reimbursed for coach travel, or lowest possible available airfare only. Exceptions require prior approval from SGA and/or VP of Student Affairs.

Air travel reimbursement will not include additional fees for priority check-in or Economy Plus seating.

Travelers may retain frequent flyer miles earned while traveling on Mansfield University business. However, travelers must book airfare based on the most cost effective rate whenever possible, irrespective of any frequent flyer mile benefit. Excess costs resulting from the use of a traveler’s preferred airline will not be reimbursed. IRS regulations require that the University reimburse only actual costs to the traveler; therefore the use of frequent flyer miles for University purposes is not eligible for reimbursement.

**Car rental**

Enterprise Rental Company is the current state vendor for vehicle rentals. They will bill the University and you should submit a request for payment prior to travel. No personal reimbursements should be submitted.

All out of town car rentals must be supported by a rental Invoice

Express check-out receipts are acceptable if the receipt shows the complete itemized detail of charges and the method of payment.

**Personal Vehicle**

If driving your personal vehicle, you may be reimbursed your actual gasoline cost. Tolls and parking are also reimbursable with receipts.

*Gas receipts- 1st fill up is on you and you will need to notate “1st fill up” on the receipt. All remaining fill ups can be reimbursed during travel dates based on COF/SGA Guidelines. When you return to campus, you will need to fill up and notate “final Fill Up” on receipt.*

Under no circumstances will reimbursement be made for items such as oil changes, repairs, insurance, towing, motor club, parking tickets or other expenses relating to operating your personal vehicle.

**Meals** – taken both en route and at the destination are reimbursable byCOF/SGA Policy guidelines.

The current food allowance applies to all allocated travel. When traveling for partial days the current individual meal allowance applies. Any amount over that allowance will be the responsibility of individual. Monies not spent during one day cannot roll over to the following day. Reasonable tips are part of the food allowance.

**All** restaurant receipts must be included. It is not enough to just include the credit card portion – the detailed receipt of items ordered must also be attached. Where the itemized receipt is not available an explanation must be provided and this expense specifically acknowledged by the authorized approval signature.

**Other Expenses**

Tips for baggage handling, bellman service, etc. are required to be individually recorded on the expense report. Reasonable amounts for tips are reimbursable. If tips are paid in cash and no receipt is available, in this instance only, they will be accepted but notation needs to be on Payment Request and Travel Forms.