Itemized Receipts

Attach itemized receipts and proof of payment to reimbursement requests under Upload Documents. An itemized receipt contains the below information.

Business's Name Date Item(s) Purchased Price of Each Item Total Amount of Bill Method of payment

If you do not have a receipt showing proof of payment, upload a snapshot of a bank or credit card statement showing the expense being charged (not pending). Multiple documents may be used for itemization or proof of payment (e.g. invoice, order form, email from vendor).

Note: Receipts not itemized will result in the denial of reimbursement request until sufficient receipts are provided.

If an individual has multiple receipts, upload all receipts to one request for a single reimbursement. Do not request a new reim-

Sec. 1	Cosnus Hill 1325 Bruadway Boulder Co 60332 303-447-1133x	
10-11-2017		04:35 PM
Ticket # 66		Server: kevin
PRENUTH		VISA
	Card #1 ackin	
Approval:		011941
Pur thase:	1	\$26.43
TIP:		5.00
TOTYL:		\$31.43
Χ		
I gree to pay the above total amount according to the card issuer agreement.		
CUSTOILER COPY		

	Itemized Rec	eipt
Business Name	Cosmos Hill 1325 Broadway Boulder Co 80302 303-447-1133x	
Ticket # 6 DINE IN Order Placed 10-11-201		
	24 inch Create Your Own Pizza Sauce Mozzarella	\$21.75
Items Purchased	Side of Spicy Ranch	\$0.50
	Side of Spicy Ranch	\$0,50
	Side of Spicy Ranch	\$0.50
Price of Each Item	Side of Spicy Ranch	→ \$0.50
	Side of Spicy Ranch common wessage **:SQUARE CUT***	\$0.50
Total Amount of Bill	Grand Total:	→ \$31.43
Method of Payment	Issuer: Visa Typ:: PreAuthCepture	Card #:***: Approval:011941

Non-itemized Receipt