

## Travel and Expense Reporting Guide

*\*How to accurately report the use of Emory University Funds\**

### 1. Corporate Card:

What were the funds spent on and why? – A detailed description of the items purchased or services received and the reason for the purchase as it relates to the university business purpose

## Report Description

### View Expense Report

Business Purpose Conference/Seminar  
 Description conference and other  
 Reference TRAVEL

Multiple Expenses/  
Generic

Details

Expenses ?  
 Expand All | Collapse All

*Date	*Expense Type	*Description
06/18/2019	MEAL - INDIVIDUAL (DOMESTIC)	NASPA Conference 238 characters remaining
06/13/2019	AIRFARE (DOMESTIC)	baggage fees NASPA Conference 225 characters remaining
04/17/2019	BOOKS,PERIODICALS,JOURNALS	Book purchase for official Philosophy program awards (i.e. they were prizes for students who won the Philosophy award and the Logic award) 116 characters remaining

## Report Description

### View Expense Report

Business Purpose Conference/Seminar  
 Report Description SACUBO Women's Leadership  
 Reference TRAVEL

Single Trip/  
Details

May be  
less details

Expenses ?  
 Expand All | Collapse All

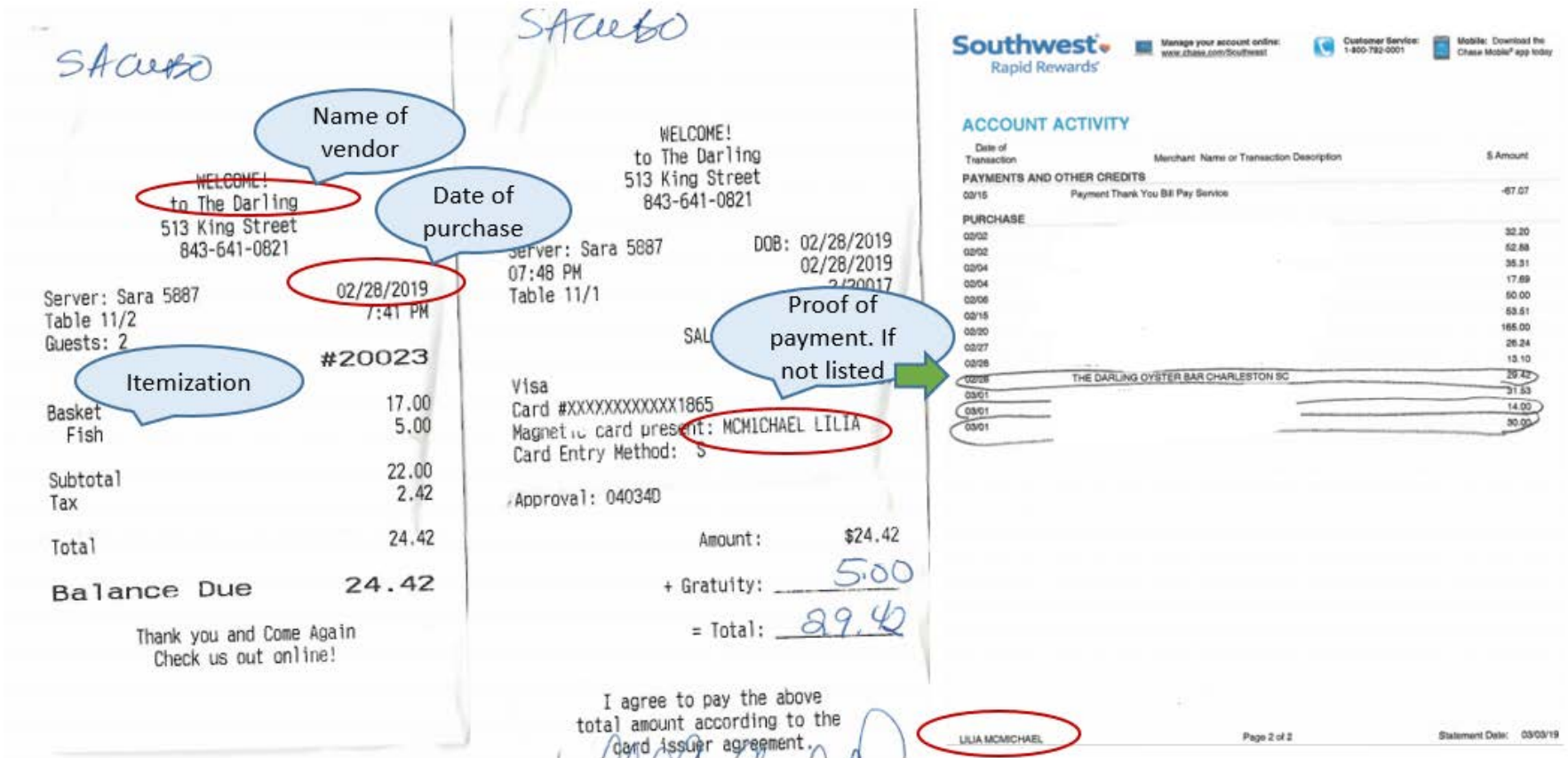
*Date	*Expense Type	*Description
02/27/2019	PARKING (DOMESTIC)	Overnight Parking at Holiday Inn Express 214 characters remaining
02/28/2019	MEAL - INDIVIDUAL (DOMESTIC)	Dinner while at the conference 224 characters remaining

2. If Personal Funds were used, please also include:
- Where were the funds spent? – The name of vendor
  - When were the funds spent? – The date of purchase
  - Who paid for the expenses? - The employee name

### Itemized Receipt

### Summary Receipt

### Credit/Debit Card Trans Detail



*Sacubo*

**Name of vendor** (circled): WELCOME! to The Darling, 513 King Street, 843-641-0821

**Date of purchase** (circled): 02/28/2019

**Itemization** (circled):

Basket	17.00
Fish	5.00
Subtotal	22.00
Tax	2.42
Total	24.42
Balance Due	24.42

Thank you and Come Again  
Check us out online!

*Sacubo*

WELCOME!  
to The Darling  
513 King Street  
843-641-0821

Server: Sara 5887  
Table 11/2  
Guests: 2

DOB: 02/28/2019  
02/28/2019  
2/20017

07:48 PM  
Table 11/1

SAL

Proof of payment. If not listed (circled) →

Visa  
Card #XXXXXXXXXX1865  
Magnetic card present: MCHICHAEL LILIA (circled)  
Card Entry Method: S

Approval: 040340

Amount: \$24.42  
+ Gratuity: 5.00  
= Total: 29.42

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

LILIA MCHICHAEL (circled)

**Southwest Rapid Rewards**

Manage your account online: [www.chase.com/Southwest](http://www.chase.com/Southwest) | Customer Service: 1-800-792-0001 | Mobile: Download the Chase Mobile® app today

**ACCOUNT ACTIVITY**

Date of Transaction	Merchant Name or Transaction Description	\$ Amount
02/15	Payment Thank You Bill Pay Service	-87.07
<b>PURCHASE</b>		
02/01		32.20
02/02		52.88
02/04		35.31
02/04		17.89
02/06		60.00
02/16		65.61
02/20		165.00
02/27		26.24
02/28		13.10
02/28	THE DARLING OYSTER BAR CHARLESTON SC	29.42
03/01		21.53
03/01		14.00
03/01		30.00

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**Per the Emory University Receipt Requirements policy 2.90**, acceptable receipts must contain the following: Transaction date, name of merchant, item purchased or service provided, amount, form of payment and indication that the amount was paid by the person requesting reimbursement. When checks are the form of payment, a copy of the cancelled check (meaning proof that the merchant cashed the check) will be required.

To avoid processing delay and to foster industry standard best business practices, please attach the supporting documents in PDF format, if applicable, for each expense reimbursement:

1. Receipts
  - a. Travel expenses
    - Corporate Card
      - i. Amount per item is under \$75 = no receipt
      - ii. Amount per item is \$75 or greater = receipt
    - Personal Funds
      - i. Amount per item is under \$25 = summary receipt
      - ii. Amount per item is \$25 or greater = summary receipt **and** itemized receipt
  - b. Non-travel expenses
    - All receipts
2. Conference/meeting agenda for related expenses
3. Tournament schedule for related expenses
4. Corporate Travel Management (CTM) receipts/itinerary for airfare purchases
5. Google Maps, MapQuest or mileage log of destinations for mileage on personal autos
6. Proof of payment for expenses made with personal funds
7. Car rental agreements when fuel has been purchased for rented car
8. List of attendees for meals with less than 10 guests
  - a. Total count of attendees for meals with 10 guests or less
9. Currency converter for expense incurred with personal funds in foreign currencies

***Non-compliance or lack of proper documentation can lead to loss of corporate card privileges or non-reimbursement of funds.***

**Other useful resources:**

[Emory University Travel and Expense Policy](#)>Emory University Policies>Finance>Financial Operations>Travel Policies