

Receipts for Reimbursements and Procard Charges

Purpose

To clarify UW policy and CBE policy differences on receipt requirements for reimbursements and procurement card (procard) charges.

Definitions

Claimant: Person claiming reimbursement

Receipt: Proof of payment, does not include statements or invoices. Receipts should include:

- **Vendor Name:** the name of the vendor must be clearly indicated; it is preferred that all receipts be pre-printed receipts obtained by the vendor
- **Description of items or services:** the description and number of items or services purchased must be clear to someone unfamiliar with the purchase. If services are purchased, the service start and end dates should be included
- **Amount Paid:** If the purchase includes multiple items, the receipt must itemize each expense. Taxes, shipping, and other costs should be listed separately
- **Date:** The date on which the items or services were purchased
- If multiple items or services are purchased, the vendor receipt must be itemized and include the cost per item

UW Policy

[UW policy](#) requires a vendor receipt for purchases greater than \$75. In the rare event that receipt is misplaced or cannot be obtained, the following options may be exercised:

- A duplicate, scanned, or photocopied receipt from the vendor
- An image of the receipt taken via Smartphone or other photographic device
- A written description of the items or services purchased, the name of the person or business the items were purchased from, the date of the purchase, signed and dated by the vendor or person from whom the items or services were received.

If none of these options are feasible, the purchase must be charged to a departmental discretionary budget or other unrestricted funding source.

For purchases less than or equal to \$75, the State of Washington has issued a receipt requirement waiver. Each department must have a stated policy to accept this waiver, which is issued on a biennium basis. [UW Policy](#), however, requires receipts for travel-related

expenditures regardless of amount unless categorized as miscellaneous travel expenses, which include:

- Gas
- Parking fees
- Transit fares
- Ferry
- Tolls
- Car service
- Baggage fees
- Registration services
- Internet/Wifi fees

An itemized list of what was purchased, pricing information and business purpose must still be kept on file as supporting documentation. If food related, a list of all food and beverages must be kept and a statement about whether alcohol was purchased should be included, as well as a list of attendees. Purchases that include alcohol must be on a discretionary budget.

Receipts must be electronically attached reimbursement requests as the document of record. If a receipt is a spouse or someone else's name, reimbursements should be issued to the person listed on the receipt.

CBE Policy

CBE requires all receipts, regardless of the amount and/or categorization, for reimbursement processing. The only exception allowed by CBE is for meal per diem at the standard rates.

Every effort should be made to obtain a vendor receipt. In the rare event that receipt is misplaced or cannot be obtained, the following options may be exercised:

- A duplicate, scanned, or photocopied receipt from the vendor
- An image of the receipt taken via Smartphone or other photographic device
- A written description of the items or services purchased, the name of the person or business the items were purchased from, the date of the purchase, signed and dated by the vendor or person from whom the items or services were received.

If none of these options are feasible, the purchase must be charged to a departmental discretionary budget or other unrestricted funding source. A copy of an individual's credit card statement will not be considered a receipt for the purposes of documentation.

Procedure

For **procard purchases**, cardholders should verify their procurement card transactions weekly in Workday and include their receipts as attachments as well as any other required documentation to support the business transaction. Receipts for all transactions are required. For transactions where a receipt cannot be obtained, please reference the CBE policy above regarding acceptable replacements and/or budget restrictions.

For **reimbursements**, travel and non-travel, receipts should be included in reimbursement requests.

- For UW employee travel reimbursements, complete the [Travel Spend Authorization & Reimbursement Request](#) form.
- For UW employee non-travel reimbursements, complete the [Non-Travel Reimbursement Request](#) form.
- For non-UW employee reimbursements, complete the [Non-employee Payment Request](#) form.

Attach required receipts to your form submission. For transactions where a receipt cannot be obtained, please reference the CBE policy above regarding acceptable replacements and/or budget restrictions.

Reimbursement requests will be reviewed in 5 business days by departmental or college staff. Following full approvals and routing, reimbursement payments will be processed in 2-3 business days.

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