

Travel and Expense Receipt Requirements Corporate Card vs. Personal Card

Expense Types	Account Code	Corporate Card Receipt Requirement	Personal Funds Receipt Requirement
Airfare – Domestic	56101	Itinerary showing amount and purchase through preferred vendor	Itinerary showing amount paid and purchase through preferred vendor
Airfare – International	56102	Itinerary showing amount and purchase through preferred vendor	Itinerary showing amount paid and purchase through preferred vendor
Auto Rental	56103	Rental agreement with amount of rental	Rental agreement showing amount paid
Gas for Rental Car	56104	Original receipt over \$75	Original receipt
Mileage on Personal Auto	56105	Route (ie Google Maps)	Route (ie Google Maps)
Taxi/Parking/Shuttle	56106	Original receipt over \$75	Original receipt over \$25
Lodging	56115	Hotel Folio	Hotel Folio showing amount paid
Meal – Individual	56120	Itemized receipt over \$75	Summary receipt under \$25, Summary and Itemized receipt over \$25
Meal – Alcohol	56122	Itemized receipt over \$75	Summary receipt under \$25, Summary and Itemized receipt over \$25
Meal – Per Diem	56121	No per diem for domestic travel, Documentation of US State Department rates for international, non-conference travel	No per diem for domestic travel, Documentation of US State Department rates for international, non-conference travel
Travel – Other	56190	Itemized receipt over \$75	Itemized receipt
Entertainment	56500	Itemized receipt over \$75	Itemized receipt
Meal – Business/Group	56505	Itemized receipt over \$75	Summary receipt under \$25, Summary and Itemized receipt over \$25
Alcohol	56510	Itemized receipt over \$75	Summary receipt under \$25, Summary and Itemized receipt over \$25
Catering/Box Lunch	56515	Itemized receipt over \$75	Summary receipt under \$25, Summary and Itemized receipt over \$25
Books, Periodicals & Subscriptions	55700	Itemized receipt over \$75	Itemized receipt
Professional Membership Dues	58210	Itemized receipt over \$75	Itemized receipt
Registration	58212	Itemized receipt over \$75	Itemized receipt
Office Supplies	53200	Itemized receipt over \$75	Itemized receipt
Computer Expense	53210	Itemized receipt over \$75	Itemized receipt
Lab/Technical Supplies	53300	Itemized receipt over \$75	Itemized receipt
Other Supplies	53600	Itemized receipt over \$75	Itemized receipt
Printing Expense	62460	Itemized receipt over \$75	Itemized receipt
Telephone	82450	Itemized receipt over \$75	Itemized receipt
Other Non-Travel	68390	Itemized receipt over \$75	Itemized receipt

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Miscellaneous	Corporate Card Requirement	Personal Funds Requirement
Transaction Date	N/A	Must be provided on receipt
Name of Merchant	N/A	Must be provided on receipt
Item Purchased or Service Provided	Must be provided on receipt	Must be provided on receipt
Form of Payment	N/A	Must be provided on receipt
Amount	N/A	Must be provided on receipt
Indication that the amount was paid	N/A	Must be provided on receipt
Foreign Currency Receipts	No conversion documentation necessary	Credit card statement required for credit purchases Conversion documentation require for cash purchases
Prepaid Expenses (ie Airfare, Registration)	Can be reimbursed immediately	May not be reimbursed until travel has taken place