TRAVEL & BUSINESS MEETING REIMBURSEMENTS

COMMON TYPES OF SUPPORTING DOCUMENTATION

The most common types of supporting documents are receipts, invoices, and proofs of payment. The following details are required* on supporting documentation:

**Itemized Receipt**
An original document from the merchant showing:
- Merchant's name
- Transaction date
- Amount paid
- Description of purchased item(s)
- Description of additional charges (taxes, service, delivery, etc.)
- Form of payment used

**Invoice**
An original document from the merchant showing:
- Merchant's name
- Invoice date
- Amount paid
- Description of billed item(s)
- Description of additional charges (taxes, service, delivery, etc.)

**Proof of Payment**
If receipt or invoice does not indicate payment has been received, then the following are acceptable as proof of payment:
- Photocopy of a cancelled check (front and back)
- Credit card sales slip
- Monthly credit card statement (all personal information not pertaining to the purchase should be redacted)

*If the documentation you have does not meet the requirements referenced above, a completed and signed Declaration of Missing Evidence form must also be submitted in conjunction with each insufficient supporting document

Ref: Business and Financial Services Website:
https://www.bfs.ucsb.edu/travel_entertainment/travel-reimbursement/common-types-supporting-documentation