

Receipt Below **one per page** (tape only)

Name: _____

Date: _____

Receipt Amount: _____

Reimbursement Amount: _____

Expense Type: _____

(Meal, taxi, flight etc...)

Merchant Name: _____

Purchase Method: Circle below:

1. Cash
2. Personal Credit Card
3. Dept. Pro-Card
4. Personal RIT PNC – T & E
(Travel & Entertainment
Card)
5. PNC-CTA via Tzell, Van Zile
or Town & Country Travel

No Staples please 😊

- If missing a receipt – complete details need to be provided (if missing a meal receipt, indicate if alcohol was or was not purchased)
- Hospitality – complete details need to be provided – who, what, affiliation, purpose etc...
- Taxi – indicate the start and end destination i.e., Airport to Hotel or Hotel to Conference
- Mileage – Provide Googlemap or TripTik to verify the distance
- Per Diem – Meals (may be adjusted based on departure/arrival times travelled. See page 15 of RIT's Travel Policies and Procedures)