

Flights

The receipt or itinerary must include the following:

- The name of the employee and airline
- The ticket number
- The class of transportation
- The travel dates
- The amount of the airfare
- The origin and destination of each flight
- Proof of payment.

Rentals

The receipt must include the following:

- The name of the rental company
- The name of the employee renting the vehicle
- The starting and ending dates of the rental
- An itemization of expenses incurred
- Proof of payment

Taxi/Uber/Lyft

The receipt must include the following:

- The name of the shuttling service
- The name of the employee
- The travel date
- The itemization of expenses incurred
- The origin and destination of the drive
- Proof of payment

Lodging

The receipt must include the following:

- The name and address of the commercial lodging establishment
- The name of the employee
- The single room rate
- A daily itemization of the lodging charges
- Proof of payment

Meals (Not Per Diem)

The receipt must include the following:

- The name of the restaurant or food service
- The Itemization of expenses incurred
- Proof of payment