

Items that Require Receipts in Expense

8/17/16

- Hotel – This is the only expense type that requires an itemization
- Airfare
- Airline Fees (Baggage)
- Car Rental
- Ground Transportation – Taxi, Bus, Shuttle, Ferry
- Parking/Tolls
- Train
- Communications: Internet/Online Fees, Telephone/Fax
- Fees: Booking Fees, Passports/Visa Fees
- Miscellaneous
- Registration