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