Emory Policy 2.94 provides details of what receipts are required for different payment types. The policy also provides what constitutes a valid receipt (i.e. Proof of Payment).

Policy 2.94 Receipt Requirements:

**Receipt Requirements:**
Acceptable receipts must contain the following: transaction date, name of merchant, item purchased or service provided, amount, form of payment and indication that the amount was paid by the person requesting reimbursement.

**Note:** This especially applies to hotel, airfare, and car rentals.

1. Individuals cannot be reimbursed without adhering to these requirements.
2. Reimbursements can only be made to the individual who made the purchase (not admin, spouse, etc.)
3. Use of personal credit card for an Emory purchase:
   a. Receipt must show paid by cc, last 4 digits of cc, and payer name.

If the folio does not include the proof of pay information noted above, then you must also include a copy of the cc statement:
b. A copy of the credit card statement (only the transaction that applies to the submitted expense report) or a copy of the transaction from the online statement is required. The statement must also include a payer identifier (i.e. name).

**Non-Emory Personnel**

The Proof of Pay policy also applies to non-Emory employees who are seeking reimbursement for Emory business related expenses.

RSPH advises that Departments, Programs, Groups who use outside (non-Emory) consultants, temps, guess, etc. prepare a set of guidelines that let the individuals know what expenses are allowable (example: is alcohol an allowable expense?), in additional to what Emory requires in order to process payments and reimbursements (i.e. Emory policy requirements).