**HOW TO SUBMIT TRAVEL RECEIPTS FOR EXPENSE REPORTS**

To be reimbursed for any expense you must get a receipt! Please be aware that often tickets for events also serve as receipts. If you cannot get a separate invoice for all the tickets, you must collect the tickets from the students after the event, since they document the activity and the price paid.

Please remember that Credit Card receipts only record the transaction and overall amount of money

paid. They are different from original invoices! Our office needs the detailed invoice for any purchase or activity.

You should number the receipts so that the number on the receipt matches the line number in the Excel spreadsheet.

**How should receipts be submitted to Southeastern?**

* One receipt per each line item on explanation of expenses [Excel sheet](file:///Y%3A%5CStudy%20Abroad%20Share%5CBlank%20Forms%5CBlank%20explanation%20of%20expenses%20for%20expense%20reports.xlsx)
* Taped to 8.5” x 11” paper
* Tape should not cover anything on the receipt
* Numbered and taped in numerical order
* Do not stack multiple receipts; receipts should be taped flat onto the paper
* Paper should be labelled (e.g. Name of the excursion, group meal, laundry, etc.)

Receipts must be taped to 8.5” x 11” paper when they are submitted so that they can go through a copy machine, scanned and be stored electronically. Please do not use staples, they will jam a copier and prevent the document from feeding through the machine correctly, as will receipts that hang off the edge of the paper or that are not securely taped.

Study Abroad and Global Engagement (SAGE) will check the receipts and verify the final total with you before submitting the expense report and receipts to Accounts Payable & Travel Office.

YOU MUST SUBMIT THE EXCEL SPREADSHEET AND RECEIPTS TO SAGE WITHIN ONE WEEK OF YOUR RETURN TO THE STATES.