

Travel Receipt Requirements

State of Georgia Policy requires itemized receipts; therefore gasoline receipts are required to have the *number of gallons* and *price per gallon* printed in addition to the *total amount* of the fuel sale.

CIRCLE K #6715
(478) 746-8678

57 546 154886
SHELL
2580 RIVERSIDE DR
MACON
GA 31284
Invoice # 105882
Date 01-09-14
Time 02:50PM
Auth # 854876
PIN USED

Debit Acct #
XXXXXXXXXXXX3747

Pump	Gallons	Price
06	14.178	\$3.199

Product	Amount
UNL REG 87	\$45.33

Total Sale \$45.33

Save 10cpg instantly
at Shell when you
earn 100 points at
Kroger.

Pick up a brochure
at your local Shell
for more details.

THANKS FOR SHOPPING
AT CIRCLE K!
PLEASE COME AGAIN!

WELCOME
00886976
EXPRESS FOODS #1
2928 NE 63RD ST
OKLAHOMA CITY OK
73111

DATE 01/13/14 16:07
PUMP # 01
PRODUCT: REGULAR
GALLONS: 12.555
PRICE/G: \$ 3.099
FUEL SALE \$ 38.91

JISA Acct: 3216
AUTH: 00-247656
ZIP ENTERED
Batch: 57 Seq: 037
INVOICE: 160512
Tran: 364865

DEALER#: 00886976
Term ID: 21
WANT FREE GAS?
REGISTER TO WIN AT
WWW.GASVISIT.COM

THANK YOU
HAVE A NICE DAY

Pilot #196
123 W Ray Fine Blvd
Roland OK 74954

Invoice # 12140
Date 01/13/14
Time 20:40
Auth # 119481

Pump	Gallons	Price
02	4.100	\$ 2.939

Product	Amount
Unleaded	\$ 12.05

Total Sale \$ 12.05

SALE - Card Swiped

DBT
Acct#
#####3216

Thank You
For Choosing
Pilot Flying J

“Pre-Pay” Receipts are not acceptable. The receipt must have the *number of gallons* and *price per gallon* printed in addition to the *total amount* of the fuel sale. So if you pre-pay with cash, you will have to request and obtain the final receipt, showing the *actual fuel sale*, including the gallons purchased and price per gallon. As you will notice in the example below the actual fuel purchase was less than the prepaid amount.

Not Acceptable

Kum & Go
880
Cimarron Turnpike, Exit 36
Lone Chimney, OK 74058

Dealer# Term ID N/A
1/10/2014 11:32:57 AM
918-454-2808

Description	Qty	Price	Amount
Pump # 19 - Self		\$40.00	
You Saved			\$0.00
Sub Total			40.00
Total			\$40.00
SALE			
		Cash	\$40.00
Change			\$0.00
Workstation ID 1	Tran:	1377325	
Print Time: 11:32:57			

For a chance to win
FREE Gas for a year,
tell us about your visit:
www.kumandgo.com/survey
720 910 836 545

Like us on Facebook!
fb.com/kumandgo

Acceptable

Kum & Go
880
Cimarron Turnpike, Exit 36
Lone Chimney, OK 74058

Dealer# Term ID N/A
1/10/2014 11:40:28 AM
918-454-2808

Description	Qty	Price	Amount
Pump # 19 - Self			
Unleaded	10.096g	\$2.999	30.28
Prepay Adjustment			-40.00
You Saved			\$0.00
Sub Total			-9.72
Total			-\$9.72
REFUND			
		Cash	\$0.00
Change			\$9.72
Workstation ID 2	Tran:	1377368	
Print Time: 11:40:28			

For a chance to win
FREE Gas for a year,
tell us about your visit:
www.kumandgo.com/survey
720 910 836 978

Like us on Facebook!
fb.com/kumandgo

Section 7.4 State Accounting Policy

- Travelers must **always obtain receipts**, except when per diem travel allowances are claimed. Not all receipts must be submitted with a travel expense report, but may be requested for verification or audit. Itemized receipts should include:
 - Name and address of the vendor
 - Date of service State of Georgia – SAO Statewide Accounting Policy & Procedure
 - Description of goods/service
 - Amount paid for each individual item
- **Credit card slips and statements** are **not acceptable** in lieu of receipts.
- Travel expense reports may be selected for audit at any time and all required receipts must be retained by the traveler for three years after the travel date, if not attached to the expense report.
- Receipts are **required** with the travel expense report for the following expenses, **regardless of dollar amount**:
 - Airline fares
 - Hotel expenses
 - Rental car expenses
 - Breakfast, luncheon, or dinner meetings unless claiming a per diem
 - Registration Fees
 - Visa/Passport fees
- No expense should be approved if a required receipt is missing.
- Receipts are not required for the following expenses if individual amounts are **less than** \$25:
 - Gasoline purchased for rental vehicles
 - Parking
 - Highway tolls
 - Mass Transit tickets
 - Taxi fares
 - Airport vans