

Business Expense Receipts – Required Documentation

When paying with University funds, regardless of the transaction type, all receipts must include:

- Transaction date
- Merchant/Supplier name
- Detail of items purchased or services provided
- Form of payment used (e.g., cash, check or credit card)
- Amount
- Proof of Payment

When paying with University funds, the following expenses all require **original, detailed receipts** to be provided when submitting invoices, reimbursement requests, and Pcard statements:

- Entertainment (non-meals)
- Books, periodicals and subscriptions
- Professional dues
- Office supplies
- Copy and printing services
- Telephone
- Other

Financial Services

Quick Guide Library

finance.wfu.edu

Responsible Unit:

Accounts Payable

Additional Assistance:

ap@wfu.edu

What is it?

This is a quick guide to assist the University faculty, staff and students with the receipt requirements for invoices, reimbursement requests and Pcard statements.

Why it is Necessary

The IRS requires proper documentation in order for a business expense to be reimbursed or paid on a tax-free basis.

Receipts are a required element of the IRS substantiation regulations.