What is an itemized receipt?1

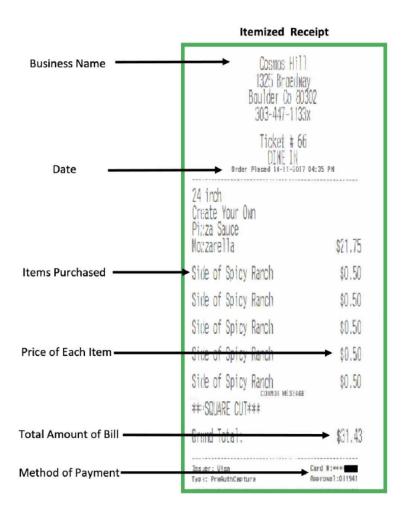
The following five elements are required on a receipt to properly claim it as a business expense:

- 1. Name of the vendor (may include address and phone number)
- 2. Transaction date
- 3. Detailed description of individual goods or services purchased
- 4. Quantities of each goods or service purchased
- 5. Price of each goods or service purchased
- 6. Total sum of the amount paid
- 7. Taxes, fees, and discounts
- 8. Form of payment (how you paid cash, check, last 4 digits of credit card)

A credit card slip, bank statement, or credit card statement is not an itemized receipt. If a tip is included on the credit card slip then both the credit card slip showing the total amount and the itemized receipt need to be attached to the expense report as shown in the example below.

Example of itemized receipt: Example of credit card slip:





¹ Information on this page is adapted from https://purchasing.byu.edu/finance/receipts and https://www.colorado.edu/involvement/sites/default/files/attached-files/itemized_receipts.pdf

Grocery Store Itemized Receipt



Store 0000 Dir John Doe Main:(520)000 0000 Rx.(000) 000 0000 000 W. ABC Drive Tucson AZ 00000

GEN MERCHANDISE

BALL JARS PNT 12CT. 12.49 T Resular Price 12.99 Card Savinas 0.50-

PRODUCE

2 QTY PAPAYAS ST

5.98 B

**** BALANCE

1.35

Credit Purchase 06/02/21 07:37

REF: 00000000000 AUTH: 000000000

PAYMENT AMOUNT

19.82

AL CREDIT AID A000000000000 TVR 0000000000 TSI 0000

Visa

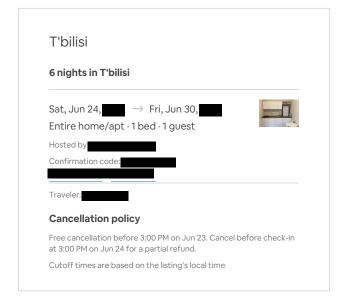
19.82

CHANGE 3.00% SALES TAX 6.43% SALES TAX 0.00 0.55 0.80

Your receipt from Airbnb



Receipt ID: · May 4,



Price breakdown	
\$42.00 x 6 nights	\$252.00
Cleaning fee	\$5.00
Service fee	\$36.28
Total (USD)	\$293.28

Payment	
VISA 11:29:53	\$293.28
Amount paid (USD)	\$293.28

Have a question?

Find details about payments and refunds in , or try the .

Airbnb Payments, Inc.

Airbnb Payments is a limited payment collection agent of your Host. It means that upon your payment of the Total Price to Airbnb Payments, your payment obligation to your Host is satisfied. Refund requests will be processed in accordance with: (i) the Host's cancellation policy (available on the Listing); or (ii) Rebooking and Refund Policy Terms, available at www.airbnb.com/terms. Questions or complaints: contact Airbnb Payments, Inc. at +1 (844) 234-2500.

Payment processed by:

Airbnb Payments, Inc. 888 Brannan Street, San Francisco, CA 94103 Airbnb, Inc. 888 Brannan St, San Francisco, CA 94103 www.airbnb.com





Date: 19.09.2023

Recipient:



Nugzar

Start: 29 ილია ჭავჭავაძის გამზირი, Tbilisi (19.09.2023 02:10)

Title	Sum (GEL)	VAT 0%	Total sum (GEL)
Trip Fee	14.30	0.00	14.30
Toll Road	8.50	0.00	8.50

Total (GEL): 22.80

VAT 0% 0 00

Total including VAT (GEL): 22.80

Tips: 3.00

Charged VISA •••• : 28.80

Uber June 20

Thanks for tipping,

We hope you enjoyed your ride this evening

Total	\$16.94
rip fare	\$9.37
Subtotal	\$9 37
Booking Fee	\$2 02
Temporary Fuel Surcharge	\$0 55
Tips	\$5 00
Payments	
V/sa ··· 6/20 9:10 PM	\$16.94



for more information including invoices (where available)

Fare does not include fees that may be charged by your bank Please contact your bank directly for inquiries