

## What is an itemized receipt?<sup>1</sup>

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:**

**Non-itemized Receipt**

Cosmos Hill  
1325 Broadway  
Boulder, Co 80302  
303-447-1133x

10-11-2017 04:35 PM

Ticket # 66 Server: Kevin

PREPUTH VISA

Card #: [REDACTED]

Approval: 011941

Purchase: \$26.43

TIP: \$5.00

TOTAL: \$31.43

I agree to pay the above total amount according to the card issuer agreement.

CUSTOMER SIGNATURE

**Itemized Receipt**

Cosmos Hill  
1325 Broadway  
Boulder, Co 80302  
303-447-1133x

Ticket # 66  
DINE IN

Order Placed 10-11-2017 04:35 PM

24 inch  
Create Your Own  
Pizza Sauce  
Mozzarella \$21.75

Side of Spicy Ranch \$0.50

Side of Spicy Ranch \$0.50

Side of Spicy Ranch \$0.50

Side of Spicy Ranch \$0.50

Side of Spicy Ranch \$0.50

COMBII MESSAGE

\*\*\*SQUARE CUT\*\*\*

Grand Total: \$31.43

Issuer: Visa Card #: [REDACTED]

Type: PrabhutCapture Approve: 011941

<sup>1</sup> 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](https://www.colorado.edu/involvement/sites/default/files/attached-files/itemized_receipts.pdf)

18158509

# 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
Regular Price	12.99
Card Savings	0.50-

## PRODUCE

2 QTY PAPAYAS ST	5.98 B
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TAX	1.35
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**** BALANCE	19.82
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Credit Purchase 06/02/21 07:37  
CARD # XXXXXXXXXX  
REF: 00000000000 AUTH: 00000000

PAYMENT AMOUNT	19.82
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AL CREDIT  
AID A0000000000000  
TVR 00000000000  
TSI 0000

Visa	19.82
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CHANGE	0.00
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3.00% SALES TAX	0.55
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6.43% SALES TAX	0.80
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# Your receipt from Airbnb



Receipt ID: [REDACTED] · May 4, [REDACTED]

T'bilisi

6 nights in T'bilisi

Sat, Jun 24, [REDACTED] → Fri, Jun 30, [REDACTED]

Entire home/apt · 1 bed · 1 guest

Hosted by [REDACTED]

Confirmation code: [REDACTED]

Traveler: [REDACTED]

Cancellation policy

Free cancellation before 3:00 PM on Jun 23. Cancel before check-in at 3:00 PM on Jun 24 for a partial refund.

Cutoff times are based on the listing's local time

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

Payment	
VISA [REDACTED]	\$293.28
May 4, [REDACTED] 11:29:53 [REDACTED]	
<hr/>	
Amount paid (USD)	\$293.28

**Have a question?**  
Find details about payments and refunds in [REDACTED]  
[REDACTED], or try the [REDACTED].

**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](https://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](https://www.airbnb.com)





Invoice no. [REDACTED]-17

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	<b>14.30</b>
Toll Road	8.50	0.00	<b>8.50</b>

Total (GEL): 22.80

VAT 0% 0 00

**Total including VAT (GEL): 22.80**

**Tips: 3.00**

**Charged**  •••• [REDACTED] **: 28.80**

Thanks for tipping, [REDACTED]

We hope you enjoyed your ride this evening

**Total** **\$16.94**

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rip fare	\$9.37
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<b>Subtotal</b>	<b>\$9.37</b>
Booking Fee	\$2.02
Temporary Fuel Surcharge	\$0.55
Tips	\$5.00

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## Payments

 V sa ... [REDACTED]	<b>\$16.94</b>
6/20 [REDACTED] 9:10 PM	

[REDACTED] for more information including invoices (where available)

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You rode with [REDACTED]

UberX 4.83 miles 9 min

	8:50 PM University of Illinois Willard Airport (CM ) Savoy L 61874 US
	8:59 PM 101 [REDACTED] Drive Champaign L 61820 USA

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