

## Original Receipt Information

Please send the following original receipts to the Travel Desk at SLU box 10720 **AFTER** they have been uploaded to your Expense Report:

- Airfare (unless the original was received via email)
- Airline Baggage (unless the original was received via email)
- Airport Parking (unless the original was received via email)
- Gasoline/Fuel
- Public Transportation, including Uber/Lyft (unless the original was received via email)
- Hotel (unless the original was received via email)
- Meals (when using a cash advance or paying on behalf of someone else)
- Communication Expenses (unless the original was received via email)
- Laundry Services when travel extends beyond 7 days (unless the original was received via email)