

HOW TO SUBMIT RECEIPTS FROM GROUP ADVANCE

Anytime you spend a portion of your group travel advance, you must get a receipt! Please be aware that often tickets for events also serve as receipts. If you cannot get a separate invoice for all the tickets, you must collect the tickets from the students after the event, since they document the activity and the price paid.

Please remember that Credit Card receipts only record the transaction and overall amount of money paid. They are different from original invoices! Our office needs the detailed invoice for any purchase or activity.

You should number the receipts so that the number on the receipt matches the line number in the Excel spreadsheet.

How should receipts be submitted to Southeastern?

- One receipt per line item on spending report
- Taped to 8.5" x 11" paper
- Tape should not cover the information on the receipt
- Numbered and taped in numerical order
- Do not stack multiple receipts; receipts should be taped flat onto the paper
- Paper should be labelled (e.g. Advance, Name of the excursion)

Receipts must be taped to 8.5" x 11" paper when they are submitted so that they can go through a copy machine, scanned and be stored electronically. Staples will jam a copier and prevent the document from feeding through the machine correctly, as will receipts that hang off the edge of the paper or that are not securely taped.

SAGE will check the receipts and verify the final total with you before submitting the receipts to Accounts Payable & Travel. If you owe part of the advance back to Southeastern, you should submit a check (made payable to Southeastern Louisiana University) for the amount to be refunded. All advances, both personal and group, must have a signed Travel Expense Voucher on file and must be reconciled upon return.