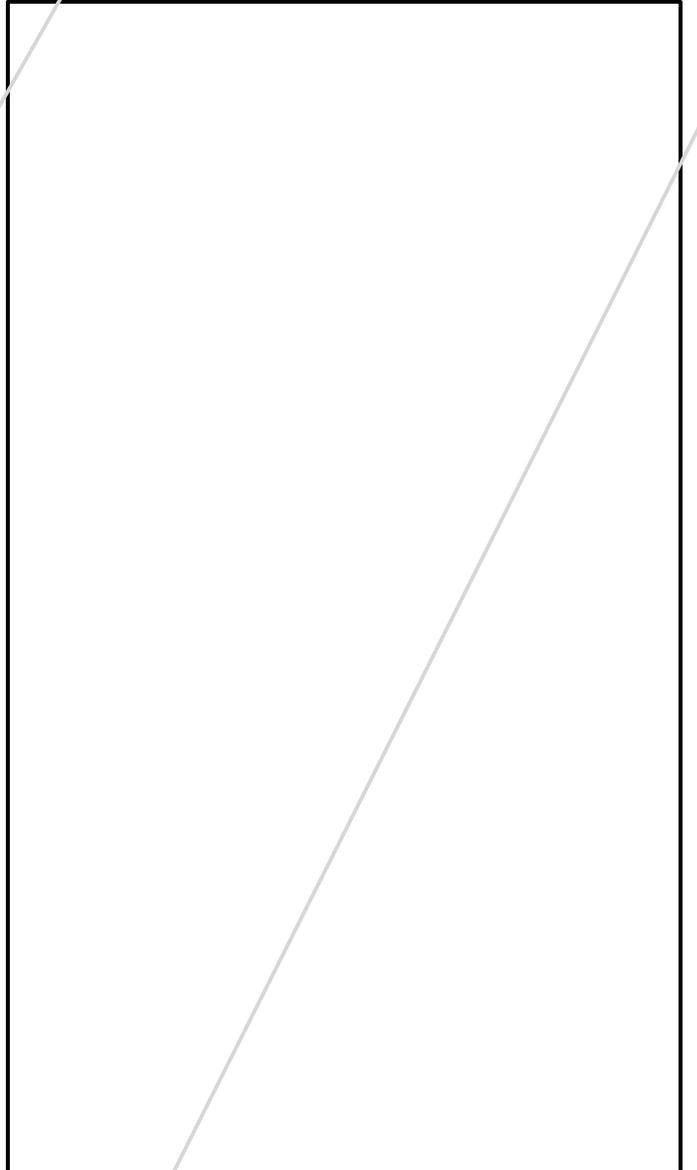
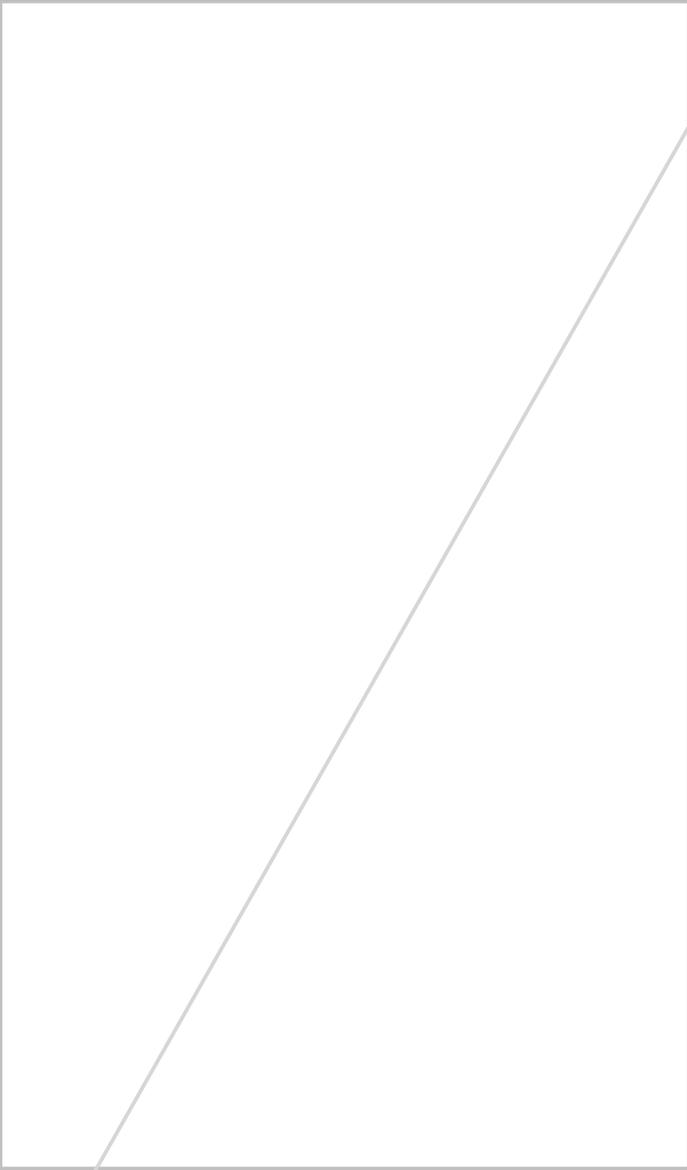


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USM requires itemized receipts; therefore gaso line receipts are required to have the

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## Fuel Receipt Policy

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Travelers must always obtain receipts, except when per diem travel allowances are claimed. Not all receipts must be submitted with a travel expense report, but may be requested for verification or audit. Itemized receipts should include:

- o Name and address of the vendor
- o Date of service
- o Description of goods/service
- o Amount paid for each individual item

Credit card slips and statements are not acceptable in lieu of receipts.

Receipts are required with the travel voucher for the following expenses, regardless of dollar amount :

- o Airline fares
- o Hotel itemized expenses
- o Rental car expenses
- o Breakfast, luncheon, or dinner meetings unless claiming a per diem