ACCOUNTS PAYABLE – EXPENSE RECEIPT TIPS

PURPOSE

Provide tips to keep in mind when creating an Expense Report

TIPS

1. Meals and incidentals that are charged to hotel room should not be deducted and expensed as meals. Expense the total hotel bill under “Lodging/Hotel” expense types. If the meal charged to the hotel room is over $75.00 an itemized receipt still needs to be provided.

2. When completing a foreign currency expense report, it is preferred that the employee uses their credit card statement to document conversion. If the employee pays cash for a foreign expense they should print out the appropriate documentation from websites such as Oanda at www.oanda.com. Please note the conversion date is the receipted date.

3. Meals $75.00 and over need to be submitted with an itemized receipt as well as proof of payment. Business purpose and all attendees must be listed on the receipt.

4. If an employee is paying for someone’s travel and the receipt that is submitted does not show who paid for it, further documentation will be requested.

5. The hotel total is the amount actually paid and **not** the amount authorized. The amount authorized is a pre-authorization done upon checking in at the hotel.

6. The submission of only a credit card statement is **not** considered a receipt.

7. Complete airline and hotel itineraries should be submitted, this includes all pages.

8. Receipts should show the method of payment that was used.

9. If the P-Card is used **DO NOT** submit for reimbursement.

10. A cash advance should only be submitted if the conference or travel has not taken place.
# Accounts Payable – Travel Best Practice Checklist

## TIPS

### Air Travel
- Original boarding pass and documentation (such as e-ticket/itinerary/confirmation) showing **proof of payment**.
- If you purchase a ticket for another traveler, your credit card statement must be submitted as **proof of payment** along with their boarding pass.
- Any change fees or additional charges must have a valid business purpose. Explanation and supporting documentation must be submitted, this includes **proof of payment**.

### Ground Transportation
- Original receipts and **proof of payment**, i.e. taxi, tolls and parking
- Train – boarding passes
- Mileage-specify starting point and destination. Document with Google maps or equivalent.
- **Final itemized car rental** showing that you used your BC corporate AMEX. BC corporate AMEX covers liability insurance

### Lodging
- **Final itemized hotel bill** showing all hotel charge details and **proof of payment**
- If meals are charged to the room, the traveler must keep the itemized meal receipt and provide the list of attendees
- Meals less than $75.00 that are included on the final hotel bill, no additional receipt is required.
- Online hotel bookings require email confirmation and **proof of payment**.

### Meals
- List of attendees
- Business purpose
- **Proof of payment** including gratuity.
- Credit card and itemized restaurant receipts are required for amounts greater than $75.00. Under $75.00, only proof of payment is required.
- Reminder that Alcohol is not allowed on sponsored projects. Please contact OSP or your grant administrator regarding sponsored project travel.

### Registration
- Conference Agenda includes conference name, date and location.
- Registration confirmation and proof of payment.

### Foreign Travel
- Best practice – use your American Express Corporate Card which converts the exchange rate and all fees on all your expenses.
- Supply AP with the statement along with your receipts as proof of the rate and all fees charged to your card.
- We recommend using [www.oanda.com](http://www.oanda.com) for cash conversion rates using the first day of travel.
Why does Accounts Payable need this paperwork? Boston College follows the IRS Accountable Plan which requires a business purpose and full documentation for all reimbursed expenses to our employees. Under this plan non-documented expenses become taxable income.

Travel under sponsored research may have additional guidelines please contact your grant administrator.

Please submit signed expense reports within 30 days of completed travel.