

Subject: Rules for Receipts

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Rules for Receipts

*All receipts must be original, itemized, dated and shown as **paid by you**. This means that the receipt shows proof of payment and that it was paid, not just “amount due”. ASK FOR ITEMIZED receipts. You will not be reimbursed for expenses that you make on behalf of other people. For example if you buy someone else lunch in addition to your own, you will not be reimbursed for that additional expense.

1) Food Receipts:

Will need to include restaurant name, date, and amount. Must be original receipts, itemized, dated and shown as paid. Tip must be shown as paid.

Alcohol is not permitted.

(Texas State sales tax cannot be reimbursed)

2) Hotel Receipts:

Must be shown as **paid**, you can include a copy of your credit card statement for proof of payment. If you have shared a room with another student you must write their names on the invoice. If you have an invoice with just your portion paid, yet it shows how many occupied the room, still provide their names. Hotel receipts must show separate line items with amounts of: room, tax, business internet etc. This is not optional.

Alcohol is not permitted.

(Texas State sales tax cannot be reimbursed)

3) Airfare:

A printed online copy is sufficient; however, please show it is paid (usually a 4 digit credit card number is listed on email confirmations). Receipt must include flight numbers, dates and time, destination and return flights. If you stay longer or go earlier than the conference schedule, please show proof that the cost would not be more expensive.

PLEASE NOTE FOR AIRFARE AND HOTEL:

If using packaged deals for airfare and hotel an itemized breakdown must be submitted as well as a comparison savings using this method.

We must be able to see that YOUR card was used to make the reservations and pay. In other words YOUR name and the last four digits of YOUR card MUST appear somewhere on the receipt. Some sights don't always do this, so you will have to specially request that they send you this information.

4) **Conference Registration:**

Printed copy online is sufficient; however, please show it is paid (usually a 4 digit credit card number is listed on email confirmations). Receipt must have your badge number present or confirmation number.

5) **Taxis, Shuttles, Parking:**

Date, Location and Amount must be on receipt. Write down to and from if not on receipt.

Checklist of what TAMIN requires after your trip:

*****If you do not have all of this information, ALL of your receipts will be returned to you until information is complete or you can opt to not be reimbursed for incomplete receipts*****

- 1) Put your receipts in order by date and time
- 2) ALL receipts must be itemized, dated and shown as paid by you.
- 3) Taxi/Transportation receipts must have to and from and date
- 4) Hotel Receipt MUST BE itemized shown as paid and have the folio
- 5) If you had to buy a membership for registration, I need to know the length of the membership (how long it will last).
- 6) All receipts must be scanned and put in PDF format! I will not accept ANY OTHER FORMAT.
- 7) A copy of the TAMIN Travel Award Email.
- 8) Evidence you presented at the conference (ex. Copy of the front of the program, along with a copy of the page listing your presentation).
- 9) Sign, Scan and Submit Reimbursement Form including receipts and all additional information. Email to Coordinator@tamin.tamu.edu within 30 days of the return date of your scheduled trip. FILES MUST BE IN PDF FORMAT.