

## Department of Administrative Services - State Accounting Enterprise

Section	Procedure Number	Page Number	Effective Date
PRE-AUDIT	210.102	1 of 1	July 5, 2024
<b>Subject</b>	TRAVEL GENERAL –TRAVEL & WORK RELATED RECEIPTS		

### **TRAVEL AND OTHER WORK RELATED EXPENSE RECEIPTS**

1. With the exception of meal per diem reimbursements, receipts are required for travel and other work related allowable costs.
2. In the event that a vendor-issued receipt is not available, a non-standard receipt written and signed by the claimant shall be submitted with the date, location of expense or purchase, itemization of expense or purchase, city, state, and cost. Non-standard receipts must be submitted for items such as parking meters, phone booths, laundromats, postage machines, and hand car washes.