

Faculty Led Programs

Guidelines for Receipt Keeping & Reimbursement





Currency Conversions

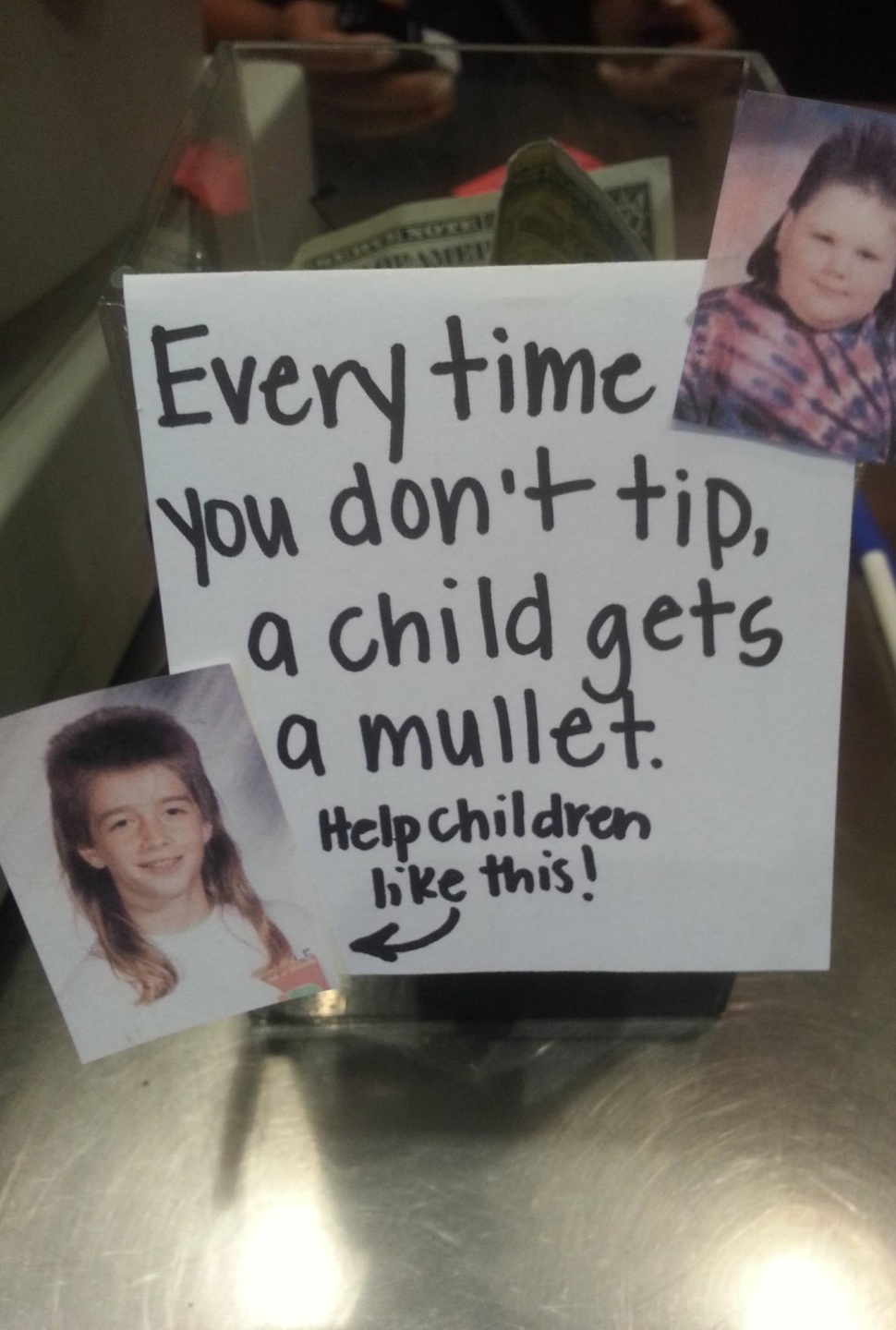
- Currency Conversions are calculated using the [oanda.com converter](https://www.oanda.com) and day of transaction, rather than a flat conversion rate.
- If you have a credit card statement detailing the final amount in USD, this can be provided with the receipt in lieu of the oanda.com conversion.
- Receipts must clearly display the total, and date of transaction.
- If receipts are in another language, please provide a brief description of the purchase.



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Tipping

- Reasonable tips and gratuities may be reimbursed as follows:
 - ✓ Actual tips paid to a taxi/bus/limo/shuttle service may not exceed 15 percent of the fare, rounded up to the next dollar. Receipts are required for any gratuity more than \$25.
 - ✓ Actual amount paid for mandatory valet parking, which was necessary in the performance of business, not to exceed \$1 per occurrence.
 - ✓ Actual portage charges paid, not to exceed \$1 per bag or \$5 per occurrence.





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Receipts

TAXIS PARISIENS

MONTANT PAYÉ : 7,60 €

Lieu départ : H. Martin

Lieu arrivée : Pte Mallet

Date : 16-11 Heure de Départ :

Date : Heure d'arrivée :

N° minéralogique obligatoire :

AJ 397 SF

PRISE EN CHARGE : 2.40 €			
TARIF A : 0,96 € par Km.		Tarif horaire A : 30,33 €	
TARIF B : 1,21 € par Km.		Tarif horaire B : 35,05 €	
TARIF C : 1,47 € par Km.		Tarif horaire C : 32,00 €	
TARIF APPLICABLES	A	B	C
ZONE URBAINE Paris, Boulevard périphérique compris	10 h à 17 h lundi au samedi	17 h à 10 h lundi au samedi 7 h à 24 h les dimanches et jours fériés	00 h à 07 h dimanches et dimanches fériés
ZONE SUBURBAINE Fin de la zone des taxis parisiens et desserte des aéroports d'Orly, de Roissy et du Parc des expositions de Villepinte		7 h à 19 h lundi au samedi	19 h à 07 h lundi au samedi 0 h à 24 h dimanches et dimanches et jours fériés
AU-DELÀ DE LA ZONE SUBURBAINE			quels que soient le jour et l'heure

Le compteur applique automatiquement le tarif horaire, au lieu du tarif kilométrique, lorsque la vitesse du taxi est inférieure à 31,60 Km/h en tarif A, 29,00 Km/h en tarif B et 21,80 Km/h en tarif C. Quel que soit le montant inscrit au compteur, la somme perçue par le chauffeur, suppléments inclus, ne peut être inférieure à 6,40 Euros.
Aucune indemnité de retour n'est due. (Suppléments au dos).

LE PILIER DES ANGES
3 RUE MERCIERE
67000 STRASBOURG
TEL: 03 88 22 23 81

SAMEDI 7 JUILLET 2018

table N° 108 COUVERT 0

2 THE	3.50	7.00
1 TARTE FROM.BL		5.90
1 APFEL STRUDEL		5.90

NET A PAYER 18.80€

MONTANT H.T	TVA10	MONTANT TTC
17.09	1.71	18.80

MERCI DE VOTRE VISITE

Siret: 433 892 122 00014

LUBO Duplicata
facture No 64

- Receipts must clearly display the amount paid and date of transaction.
- If receipts are in another language, please provide a brief description of the purchase.
- If you are not able to obtain a receipt, please draft a brief statement with the following details:
 - ✓ Date of transaction
 - ✓ Name of Vendor
 - ✓ Total
 - ✓ Reason for purchase
- If a date is not visible on your receipt, please add it to the receipt.



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Receipt Keeping

- There are several options for receipt keeping. Whatever method you choose, please ensure that they are organized by transaction date and/or transaction category.
- It can be helpful to create a spreadsheet or list to number receipts as you collect them. Give them a title or note to describe the purchase as well.
- The apps on the next slide are free to download and can be used to scan your receipts and email them to yourself. This is an easy way to stay organized and ensure that receipts are not misplaced and stay tidy.
- Please scan or convert receipts into PDF format before emailing.



Top three apps for scanning and organizing receipts:



1. **Office Lens** – Compatible with Microsoft Teams, OneDrive, OneNote
 - iOS/iPhone demo: [YouTube Demo - Office Lens iOS](#)
 - Android/Samsung/Google Demo: [YouTube Demo - Office Lens Android/Samsung](#)
2. **Scannable** by Evernote for **iOS/iPhone users only**: [YouTube Demo – Scannable](#)
3. **Google Drive** for **Android** users: [YouTube Demo Google Drive](#)