

Would you like to be reimbursed?

Receipt requirements:

- Vendor information (name, address, phone number, etc.)
- Proof of payment (MasterCard xxxxxxxxxxxx0592)
- Date of purchase
- Itemized Receipt

Things to note:

- Tax cannot be reimbursed¹
- Receipts must be submitted to Admin Team within **60** days of purchase date
- The maximum is **\$90 per person** for faculty hosted meals (including the cost of alcoholic beverages, tax, and tip). [NU Dining Policy](#).
- Meals including multiple individuals must be supported by listing names and relationship of individuals to the University on the expense report, and the business purpose of the meal.
- Reimbursement should be ready in 2-3 weeks.²

[Submit your reimbursement request by clicking here](#)

Questions

To check the status of your request email [Jenny Gurley](#).

***If you'd like to place an Amazon order (tax free) or need a tax-exempt letter to purchase business related items please contact our Business Administrator Jenny Gurley. Please include the Amazon link and quantity with your request.

To view examples of good receipt submissions, scroll to see the receipts provided on pages 2-6.

¹ except for sit-down meals and out of state purchases

² reimbursement may take longer if the submitted receipts do not contain all required information

BAT 17

1709 Benson Ave, Evanston, IL

847-733-7117

www.bat17evanston.com

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239 Hillia B

Tbl 152/1 Chk 1449 Gst 9
Mar11'15 10:03PM
*** Reprint ***

BAT BAR

1 Buff Bites	11.39
2 Chips & Guac	13.98
1 Fries	3.99
1 Diet Pepsi	2.50
6 \$4 Anti Hero	24.00
6 \$4 Daisy Cutter	24.00
5 \$4 Coors Light	20.00
1 \$4 Angry Orchard	4.00
3 \$4 Lag Sumpin	12.00
1 Rev Porter	5.50
2 \$4 Stiegl Pils	8.00

Sub Total	129.36
Tax	12.94
TOTAL DUE	142.30

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Spent at BAT 17

For All Your Catering Needs
Call BAT 17 at 847-733-7117

THANK YOU

BAT 17

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Date: Mar11'15 11:36PM
 Card Type: Visa
 Acct #: XXXXXXXXXXXXX2891
 Card Entry: SWIPED
 Trans Type: PURCHASE
 Auth Code: 06551C
 Check: 1449
 Table: 152/1
 Server: 239 Hillia B

Subtotal: 142.30

TIP 30

TOTAL 172.30

[Signature]
GUEST COPY



Final Details for Order #114-0755040-9251446

[Print this page for your records.](#)

Order Placed: October 22, 2018
Amazon.com order number: 114-0755040-9251446
Order Total: \$44.71

Shipped on October 23, 2018

Items Ordered

Price

1 of: *Disposable Shot Glasses - Mini Red Solo Party Cups - 120 Count 2 oz - Plastic Shot \$10.90 Cups - Jello Shots - Jager Bomb - Beer Pong - Perfect Size for Serving Condiments, Snacks, Samples and Tastings*
Sold by: Merchandise2You ([seller profile](#))

Condition: New

1 of: *Gorilla Heavy Duty Packing Tape with Dispenser for Moving, Shipping and Storage, 1.88" x 25 yd, Clear, (Pack of 1), GORILLA GLUE* \$3.87
Sold by: Amazon.com Services, Inc Condition:

New

1 of: *ArtSkills Poster Board, White, 11" x 14", 5-Pack (PA-1508)* \$6.97
Sold by: Amazon.com Services, Inc

Condition: New

Shipping Address:

Item(s) Subtotal: \$21.74
Handling: \$0.00 1590 ELMWOOD AVE UNIT 403 -----
Total before tax: \$21.74
Sales Tax: \$1.61

Shipping Speed: Two-Day Shipping

Total for This Shipment: \$23.35

Shipped on October 23, 2018

Items Ordered

Price

2 of: *Party Essentials Heavy Duty Plastic Table Cover Available in 44 Colors, 54" x 108", \$4.90 Royal Blue*
Sold by: Amazon.com Services, Inc

Condition: New

1 of: *Embellish Rectangle Plastic Clear Serving Trays, Clear, 9 x 13 Pack of 4* \$10.94
Sold by: Quality - Disposables ([seller profile](#))

Condition: New

Shipping Address:

Item(s) Subtotal: \$20.74
Handling: \$0.00 1590 ELMWOOD AVE UNIT 403 -----
Total before tax: \$20.74
Sales Tax: \$0.62

Shipping Speed: Total for This Shipment: \$21.36 Two-Day Shipping -----

Payment information

Payment Method:

MasterCard | Last digits:

Item(s) Subtotal: \$42.48
Shipping & Handling: \$0.00

Billing address

Katie Ross

Total before tax: \$42.48
Estimated tax to be collected: \$2.23

ted States **Grand Total:\$44.71**

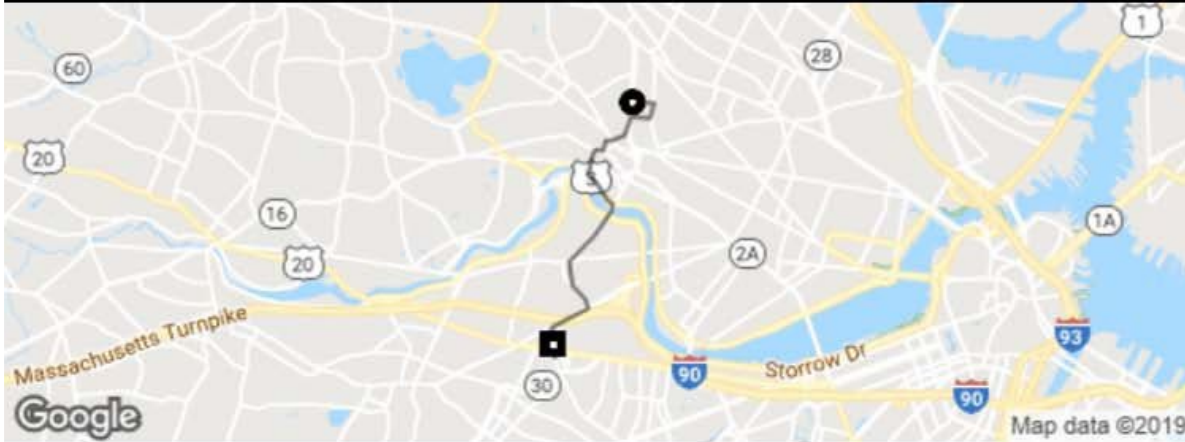
Credit Card transactions

MasterCard ending in 8047: October 23, 2018:\$44.71

To view the status of your order, return to [Order Summary](#).



Trip Details



4/1/19, 3:59 PM

\$15.73

Toyota Prius 1JEA21

- 1607-1615 Massachusetts Avenue, 1607-1615 Mas...
- 128 Harvard Ave, Boston, MA 02134, USA



You rated JOAO



Help

Receipt

UberX Receipt

Base Fare

\$2.10

Time

\$8.86

← Trip Details

UberX Receipt

Base Fare	\$2.10
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Time	\$8.86
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Distance	\$2.92
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Subtotal	\$13.88
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Booking Fee	\$1.85
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Total	\$15.73
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VISA 6723 4/2/19, 3:30 AM	\$15.73
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A temporary hold of \$13.16 was placed on your payment method at the start of the trip. This is not a charge and has or will be removed. It should disappear from your bank statement shortly.