

## Financial Guidelines for Invoices and Petty Cash

To help improve turnaround time on reimbursement requests and invoice payments, it is important to submit accurate and complete documentation when requesting payment.

All petty cash and travel reimbursement requests must have supporting documentation attached which includes receipts that meet the specified criteria below.

### Receipt Criteria:

- A. Each receipt must:
  - 1. Be issued by the vendor.
  - 2. Be legible.
  - 3. Show method of payment.
  - 4. Include the amount.
  - 5. Include the date of purchase.
  - 6. Include details of the charge(s).
  - 7. Include applicable taxes.
  - 8. Reflect line-item and total charges.
- B. Additionally, receipts for lodging must:
  - 1. Include the vendor's name and address.
  - 2. Include the name of the individual occupying the room.
  - 3. Include the daily room rate.
  - 4. Be issued by the lodging provider.
- C. Uber and Door Dash confirmation emails must identify the card number charged.
- D. **Group events must have an attendee sheet attached to the receipt including goods purchased on a travel card.** Please scan receipt and list and add to DASH as one attachment.

### Petty cash reimbursements:

- A. Must be submitted within 30 days of purchase.
  - 1. Failure to turn in all documentation within 30 days will require a written explanation as to why this requirement was not met and will be subject to final approval by GME administration.
  - 2. Any reimbursement submitted after 6 months, will not be processed or approved.

### Invoice Criteria:

Acceptable invoices include vendor invoices, charge slips, cash register receipts, or printouts of email or web page transaction confirmations, provided they meet the criteria below.

- A. Invoices must:
  - 1. Have an itemized description of the goods or services purchased including unit price and quantity.
  - 2. Display the vendor's name and address
  - 3. Invoice number
  - 4. Have a transaction date
  - 5. Have a transaction total
  - 6. Be billed to the UTHSC and include a university affiliated delivery address for all goods procured.
- B. Upon receipt, invoices should be forwarded to [GMEFinance@uthsc.edu](mailto:GMEFinance@uthsc.edu)