



Expense Type		Personal Card	Cash
Airfare		Itinerary w/amount showing agencies used	Itinerary w/amount showing agencies used
Auto Rental		Rental agreement with return receipt	Rental agreement with return receipt
Lodging		Itemized folio w/\$0 balance or copy of personal credit card statement and hotel folio with amounts matching	Itemized folio w/\$0 balance, must show that cash was tendered
Gas for Rental Car		Itemized receipt for all amounts	Itemized receipt for all amounts
Mileage on Personal Auto		Under \$25 roundtrips or Emory to/from Oxford, no Google Maps or Mapquest. Over \$25 roundtrip, Google Maps or Mapquest.	Under \$25 roundtrips or Emory to/from Oxford, no Google Maps or Mapquest. Over \$25 roundtrip, Google Maps or Mapquest.
Taxi/Parking/Shuttle		Itemized receipt for all amounts.	Itemized receipt for all amounts
Meal - Individual		Under \$25, summary receipt. \$25 or greater, summary and itemized receipt	Under \$25, summary receipt. \$25 or greater, summary and itemized receipt
Meal - International Per Diem		Print out one effective rate per location for applicable dates of travel from State Dept website	Print out one effective rate per location for applicable dates of travel from State Dept website
Meal – Domestic Per Diem (optional for trips in excess of 7 days)		Print out one effective rate per location for applicable dates of travel from State Dept website	Print out one effective rate per location for applicable dates of travel from State Dept website
Meal - Business/Group		Under \$25, summary receipt. \$25 and greater, summary and itemized receipt	Under \$25, summary receipt. \$25 and greater, summary and itemized receipt
Meal - Alcohol		Under \$25, summary receipt. \$25 and greater, summary and itemized receipt	Under \$25, summary receipt. \$25 and greater, summary and itemized receipt
Registration Fees		Itemized receipt for all amounts	Itemized receipt for all amounts
Entertainment		Itemized receipt for all amounts	Itemized receipt for all amounts
Travel - Other		Itemized receipt for all amounts	Itemized receipt for all amounts. Miscellaneous cash tips (e.g. bellman, porter, valet) should be recorded under this category. The merchant name should be "cash tips" and the "no-receipt" box should be checked.