Requests for reimbursements can get a little confusing with different types of receipts. Here are some basic tips to follow to obtain the proper receipt in order to be reimbursed. Submitting incomplete or wrong receipts will delay your reimbursement. Some basic samples are also provided.

1. Receipts must generally show--
   a. Vendor Name
   b. Amount purchased
   c. Method of payment (credit card/receipt)
   d. Itemized details of what was purchased.

2. Dining receipts must show—
   a. Details of items purchased
   b. Method/date of payment (Balance due is not a receipt)
   c. Tip limited to 15% and shown on receipt
   d. If more than one in party, receipt is divided accordingly
   e. If paying by cash, obtain a cash receipt

3. A document that says “balance due” or “estimated charges” or “reservation confirmation” are not considered receipts of payment.

4. A credit card slip is not considered a receipt, unless it is accompanied with another bill to show payment made (e.g., restaurant charges).

5. Hotel receipts must show—
   a. occupant’s name
   b. vendor name/address
   c. arrival/departure information
   d. daily list of charges,
   e. amount of payment
   f. method of payment

   **No reimbursements for room service, parking, valet, room entertainment, etc.

6. Airfare receipts must show—
   a. full itinerary
   b. passenger name
   c. amount of airfare
   d. booking class (to show coach or economy)
   e. date of payment
   f. method of payment
   g. NO reimbursement for added fees (change, cancellation, insurance, etc.)

   **If extending trip beyond approved conference travel, or making additional stops along the way for other engagements, a comparable printout of a direct airfare from origin and destination must accompany request reimbursement. Eligible
reimbursement is only between originating location and intended destination (direct flight cost). Reimbursement will be the value of the direct flight.

7. Car shipment receipts—
   a. vendor and address
   b. NO quote or confirmation is considered a receipt
   c. customer name
   d. date and method of payment
   e. amount of payment
   f. description of service (car being shipped)
   g. Origin and Destination locations

8. Ground transportation receipts (shuttle, taxi, uber) must show--
   a. start and ending location
   b. vendor name and description of service
   c. date of service
   d. amount paid
   e. method of payment

9. HRP employees’ names must appear on all receipts being submitted for reimbursement.
Good Basic Receipt...shows:

1. Date of purchase
2. Details of purchase
3. Method of payment (cr card/cash)
4. Amount paid
GOOD Dining Receipt
1. detailed tab of items purchased
2. receipt of payment included
3. showed amount, date & method of payment
4. tip limited to 15%
5. if more than 1 guest, total amount is split accordingly, or an explanation must be provided if otherwise.

**BALANCE DUE DOES NOT EQUAL A RECEIPT OF PAYMENT.
**ALCOHOL PURCHASES MUST BE EXCLUDED.

---

**ISLANDS**
1450 Ala Moana Blvd #4230
Honolulu, HI 96814
(808) 943-6670

**Server:** [Redacted]
**Cashier:** 7:41 PM 223/1
**Guests:** 2
**Reprint #:** 340016

**SALE**

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Quantity</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orange Juice</td>
<td></td>
<td>2.99</td>
</tr>
<tr>
<td>Raspberry Tea</td>
<td></td>
<td>2.99</td>
</tr>
<tr>
<td>Kilauea</td>
<td></td>
<td>15.15</td>
</tr>
<tr>
<td>Bleiumani</td>
<td></td>
<td>14.55</td>
</tr>
<tr>
<td>Spinach Artichoke Dip</td>
<td></td>
<td>13.55</td>
</tr>
</tbody>
</table>

**Complete Subtotal:** 49.23

**Subtotal:** 49.23

**Tax:** 2.32

**Total:** 51.55

**Amount:** $51.55

**Tip:** $7.73

**Balance Due:** $59.28

---

I agree to pay the above total amount according to the card issuer agreement.

**BALANCE DUE:** $59.28 / 2 = **$29.64**

---

Thank you for dining at Islands!
Tell us how we did at:
www.islandsrestaurants.com
Like us on FACEBOOK!
Follow us on TWITTER & INSTAGRAM @ IslandsBurgers

---

[Signature]

CUSTOMER COPY
GOOD HOTEL RECEIPT

1. Hotel name & address
   Hilton Hotels & Resorts

2. Occupant name
   [Redacted]

3. Arrival & Departure dates
   Arrival Date: 7/4/25:00 AM
   Departure Date: 7/4/25:00 AM

4. Details of daily room charges
   Room Rate: 149.00
   AL: [Redacted]
   HH#: [Redacted]
   VAT#: [Redacted]
   Folio No/Cheque: [Redacted]

5. Method of payment
   Cashier ID: RMACINTYRE
   [Redacted]

6. Date of payment (balance $0)
   Application Label: VISA
   Balance: $0.00

You have earned approximately 8940 Hilton Honors points and approximately 894 Miles with United Airlines for this stay. Hilton Honors(R) stays are posted within 72 hours of checkout. To check your ear

Thank you for choosing Hilton. You'll get more when you book directly with us - more destinations, more points, and more value. Book your next stay at hilton.com.
E-Ticket Receipt

Passenger: [Redacted]
Ticket Number: [Redacted]
Confirmation Code: [Redacted]
Ticket Issue Date: [Redacted]

Fare Calculation: HNL HA OGG57.75ZAWWEBT HA HNL57.75ZAWWEBT 115.50END
ZPHNLOGG
Endorsement: HA ONLY/NONREF/FEE TO CHG

Cost Summary
Base Fare: $115.50
Tax (US): $8.66
Tax (AY): $11.20
Tax (ZP): $8.20
TOTAL: $143.56 USD

Paid By: Credit Card: MasterCard Credit
********

Approval Code: [Redacted]
Amount: $143.56 USD
### Booking Details

<table>
<thead>
<tr>
<th>Booking #</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Booking Date</td>
<td>6/8/2017</td>
</tr>
<tr>
<td>Invoice Date</td>
<td></td>
</tr>
<tr>
<td>Due Date</td>
<td>5/15/2017</td>
</tr>
</tbody>
</table>

### Billing Contact

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Origin Location

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Destination Location

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Shipment Details

<table>
<thead>
<tr>
<th>Year/Make/Model</th>
<th>VIN/ID</th>
<th>Port Booking #</th>
</tr>
</thead>
<tbody>
<tr>
<td>VOLKSWAGEN</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### GOOD CAR SHIPMENT RECEIPT

--NOT a "quote" or "confirmation"
--Origin and destination of shipment
--Vehicle being shipped
--Customer name
--Date and method of payment
--Amount Paid (no balance due)

### Payment Methods

<table>
<thead>
<tr>
<th>Method</th>
<th>Hawaii Car Transport</th>
<th>Credit Card</th>
<th>Bank Wire</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Check or Money Order</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Total Price

<table>
<thead>
<tr>
<th>Amount Paid</th>
<th>Amount Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,082.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

### IF YOU HAVE ANY QUESTIONS REGARDING THIS INVOICE, PLEASE CALL (844) 611-7447