

Staff Activity Fee Itemized Receipts and Proof of Payment

In order to be reimbursed for Staff Activity Fees (SAF), an itemized receipt showing the date, amount, what was purchased, and proof of payment is required. This can be one or more documents.

Example of a meal receipt that is both an itemized receipt and proof of payment.



Example of an itemized meal receipt on the left and proof of payment on the right.

CHINA DELIGHT

[REDACTED]

Server: Ping Z Terminal: 0

Order#43
带 To Go
(Packing)

11/17/2020 4:49:39 PM

1 (小) 云吞汤	2.75
(S) Wonton Soup	
1 (套) 无骨排	10.25
(CB) Boneless Spare Ribs	
1 Coke can	1.50

SUB TOTAL:	14.50
TAX:	1.25
TOTAL:	\$15.75

Thank You.

CHINA DELIGHT

[REDACTED]

11/17/2020 16:57:30
Terminal ID: 001

Credit Sale:

Transaction #: 14
Card Type: Visa
Account: *****
Entry: Chip

Amount: USD\$15.75

TIP: USD\$ _____

Total:
USD\$ _____

STAN:
Ref. Number: [REDACTED]
Auth. Code: [REDACTED]
Batch Number: [REDACTED]

Mode: Issuer
AID: [REDACTED]
TVR: [REDACTED]
IAD: [REDACTED]
TSI: [REDACTED]
ARC: [REDACTED]
AC: [REDACTED]
ATC: [REDACTED]
APPLAB: [REDACTED] VISA DEBIT

CUSTOMER COPY

Example of proof of payment on the left and an itemized activity receipt on the right.

GUESTCHECK™

Server	Table No.	No. Guests	Date	
1	2	Gloria		83806

1				
2	CA	Boger M. Dve	1194	
3				1488
4	Spinach	bacon ome	3.45	
5				ut
6	sd	of scus	4.29	
7	Ap	J-	3.99	
8		gocanta	2.49	
9				3.19
10		ellae		
11				41.08
12				3.55
13				44.63
14				
15				
16				

REG 11-10-2020 11:30
 CD1 MC#01 CT 1

1	TAXABLE	T1	\$41.08
	TA1		\$41.08
	TX1		\$3.55
	TL	\$44.63	
	CASH	\$44.63	

44.67
 Tex
 \$5.04

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