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.


631

BUY ONE GET ONE FREE QUARTER POUNDER
W/CHEESE OR EGG MCMUFFIN
Go to www.mcdvoice.com within 7 days
and tell us about your visit.
Validation Code:
Expires 30 days after receipt date.
Valid at participating US McDonald's.

McDonald's Restaurant #198

KS# 6 11/23/2020 10:27 AM
Sidel Order 31

PAID

1 6 McNuggets Meal	6.39
1 BBQ Sauce	
1 Bottled Water	
1 Bottle Deposit	0.05
Subtotal	6.44
Tax	0.56
Take-Out Total	7.00
Cashless	7.00
Change	0.00

MER#
CARD ISSUER ACCOUNT#
Visa SALE **********
TRANSACTION AMOUNT 7.00
CHIP READ
AUTHORIZATION CODE -
SEQ#
AID:

This McDonalds delivers on UberEATS!!

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: [redacted]

Entry: Chip

Amount: USD$15.75

TIP: USD$_____.__

Total:

USD$_____.__

STAN:

Ref. Number:

Auth. Code:

Batch Number:

Mode: Issuer

AID:

TVR:

IAD:

TSI:

ARC:

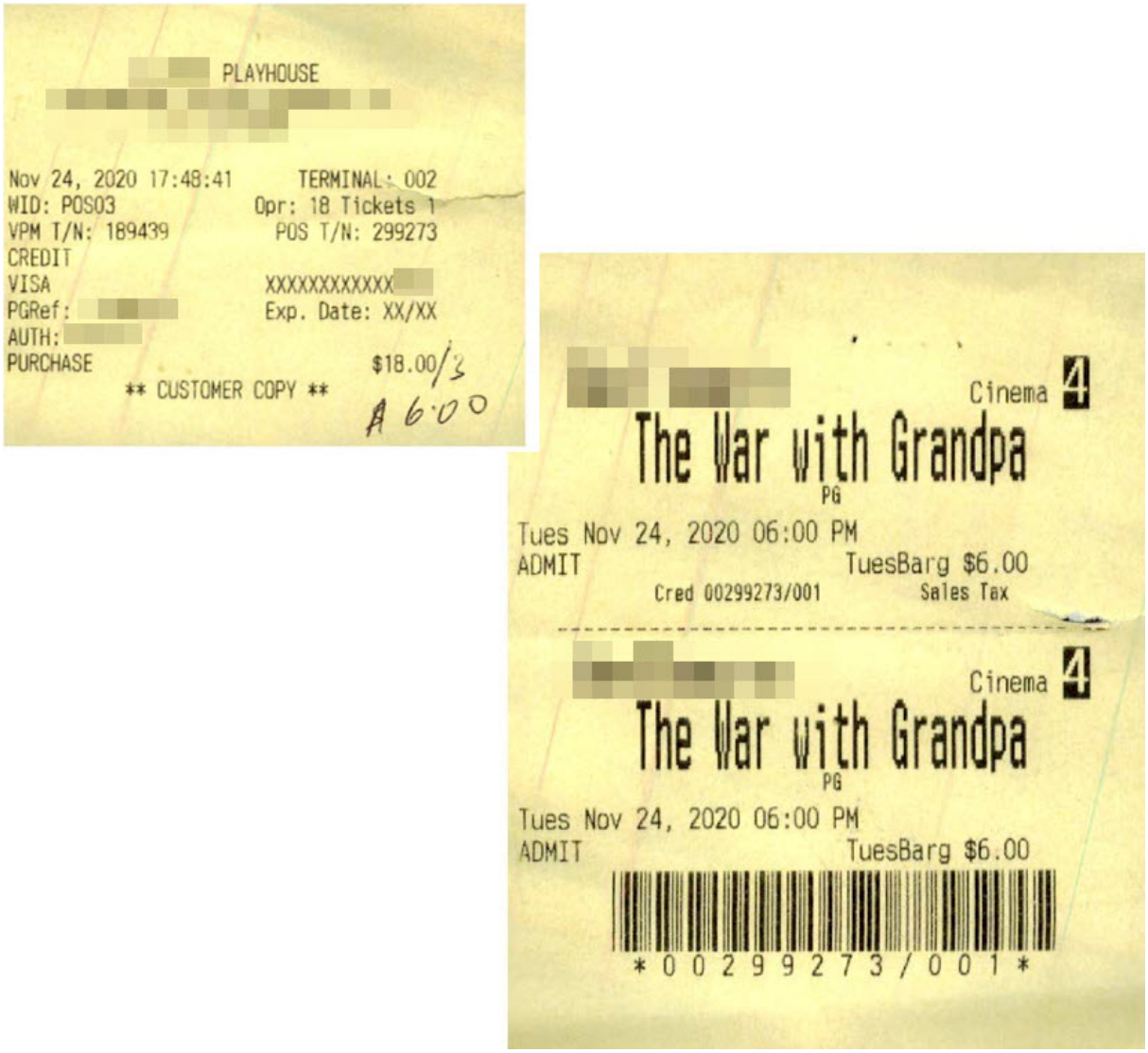
AC:

ATC:

APPLAB: VISA DEBIT

CUSTOMER COPY

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



Example of proof of payment on the left and an itemized meal receipt on the right with the staff's portion indicated.



Created 01/07/25.

Revision #2
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