

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]
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: 1 Table No.: 2 Gloria Date: 83806

1		
2	CA Burger M. Dve	1194
3		1488
4	Spinach Bacon amt	365
5		ut
6	sd of SWF	429
7	Ap J -	399
8	gocante	249
9	other	→ 319
10		
11		4108
12		Tax 355
13		4467
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

Created 01/07/25.

- Revision #2
- ★ Created 7 January 2025 17:20:04 by Elizabeth Lukan
- ✎ Updated 7 January 2025 19:47:39 by Elizabeth Lukan