

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

Mode: Issuer
AID: [REDACTED]
TVR: [REDACTED]
IAD: [REDACTED]
ISI: [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.

PLAYHOUSE

Nov 24, 2020 17:48:41 TERMINAL: 002
WID: POS03 Opr: 18 Tickets 1
VPM T/N: 189439 POS T/N: 299273
CREDIT
VISA XXXXXXXXXXXX
PGRef: Exp. Date: XX/XX
AUTH:
PURCHASE \$18.00/3
 ** CUSTOMER COPY ** A 6.00

Cinema 4

The War with Grandpa
PG

Tues Nov 24, 2020 06:00 PM
ADMIT TuesBarg \$6.00
 Cred 00299273/001 Sales Tax

Cinema 4

The War with Grandpa
PG

Tues Nov 24, 2020 06:00 PM
ADMIT TuesBarg \$6.00

* 0 0 2 9 9 2 7 3 / 0 0 1 *

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

GUESTCHECK™

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

1		
2	CA Burger M. Dve.	1194
3		1488
4	Spinach Bacon Ont	314B
5		ut
6	sd of SW5	429
7	Ap J -	394
8	Goecatae	249
9		314
10	ellae	
11		4108
12		Tex 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 Tue, Jan 7, 2025 5:20 PM by [Elizabeth Lukan](#)

✎Updated Tue, Jan 7, 2025 7:47 PM by [Elizabeth Lukan](#)