

Department of Languages, Literatures, and Cultures
Instructions for Reimbursements to Faculty for Travel and Purchases:

1. If your receipt is not already on an 8 ½ by 11 inch sheet of paper :

Use re-cycled 8 ½ by 11 inch paper to attach all your receipts with **TAPE, NOT STAPLES.**

2. Make sure all receipts are legible. Some cash register receipts are made from paper that fades the required information while tucked in wallets or exposed to sunlight.
3. Label and identify your receipts.
4. Make sure that your *payment* information is clearly displayed on the receipt. A reservation confirmation alone is not acceptable. If you cannot provide the payment information from the source, please provide evidence of payment from your bank account.
5. If your receipts are in the currency of another country, please identify the currency code that needs to be converted.

**** All receipts must be original. Copies will not be accepted without valid justification. This policy is set at the USC Accounting Departments, not at the departmental level.**

**** Receipts for online purchases may be sent as scans or e-mail attachments. Forwarded e-mails are not acceptable forms of submission.**

Submitted by Terri Lucas
August 27, 2012