



## ACCEPTABLE TYPE OF RECEIPTS

### ORIGINAL RECEIPT (ITEMIZED)

For every approved purchase, you must request for an official itemized receipt which shows a detailed breakdown of the transaction, including but are not limited to:

- The date and time of the purchase
- The name, address, and contact information of the vendor
- The full description of the goods or services (itemized)
- The vendor's business number, and GST/HST number if applicable
- The payment method used for the transaction

\*\*\* Purchases that are not supported by an official itemized receipt are NOT allowable and CANNOT be included in your expense report. \*\*\*

Acceptable Receipt	Unacceptable Receipt						
 <p><b>How does get more done.</b></p> <p>193 N. QUEEN STREET ETOBICOKE, ON M9C4Y1 LANGTON CHODOKUFA - MGR (416)626-9800</p> <p>7011 00003 52658 03/02/23 06:09 PM SALE CASHIER SPOGMAY</p> <p>773204470596 PRM COL CSG. &lt;A&gt; 49.80 1084.98 63.97 082474994672 Scuff Egg &lt;A&gt;</p> <table border="0"> <tr><td>SUBTOTAL</td><td>113.77</td></tr> <tr><td>GST/HST</td><td>14.79</td></tr> <tr><td>TOTAL</td><td>\$128.56</td></tr> </table> <p>XXXXXXXXXXXX2437 VISA CAD\$ 128.56 AUTH CODE 01348I/8031619 TA Contactless AID A0000000031010 VISA CREDIT</p>  <p>7011 03 52658 03/02/2023 1921</p> <p>13% HST R135772911</p> <p>RETURN POLICY DEFINITIONS POLICY ID DAYS POLICY EXPIRES ON A 1 90 04/05/2023</p> <p><b>DID WE NAIL IT?</b> Take a short survey for a chance TO WIN A \$3,000 HOME DEPOT GIFT CARD! www.homedepot.com/survey</p> <p>User ID: H89 112616 105608 PASSWORD: 23103 105605</p> <p>Entries must be completed within 14 days of purchase. See complete rules on website. No purchase necessary. (Sondage offert en français sur le Web.)</p>	SUBTOTAL	113.77	GST/HST	14.79	TOTAL	\$128.56	<p>SKYCON BUILDING PRODUC 80 EDDYSTONE AVE M3N1H4 TORONTO ON 21047563 TM2104756301</p> <p><b>DEBIT SALE</b></p> <p>Batch #: 200 RRN: 0012000030 02/21/23 11:10:28 Invoice #: 3 REF#: 00000003 APPR CODE: 139661 IDP/SAVING Chip *****2784</p> <p>Interac AID: A0000002771010</p> <p><b>AMOUNT \$23.26</b></p> <p><b>001 APPROVED</b></p> <p>CUSTOMER COPY</p>
SUBTOTAL	113.77						
GST/HST	14.79						
TOTAL	\$128.56						

## MILEAGE EXPENSE LOG

A Mileage Expense Log is the ONLY approved proof of transportation costs for all driven trips. Students must track mileage for all production-related driving. The approved mileage rate for student productions is \$0.20 per km.

↓ Download the [Mileage Expense Log](#).

## STATEMENT OF RECEIPT

A Statement of Receipt is an alternative proof of payment that you can use when an official itemized receipt from a vendor is unobtainable.

↓ Download the [Statement of Receipt](#).

## LOST RECEIPT AFFIDAVIT

A Lost Receipt Affidavit is used to declare a missing receipt for an approved expense. Before reporting a lost receipt, you must demonstrate and provide proof that you have done all the necessary steps to retrieve a copy of the missing receipt including but are not limited to:

- Return to the store and request for a copy of an itemized receipt, if possible
- Call the vendor to request for a copy of an itemized receipt
- Email the vendor to request for a copy of an itemized receipt

A lost or accidentally destroyed receipt for an approved expense must be reported within 24 hours by emailing [Kaye.Carandang@humber.ca](mailto:Kaye.Carandang@humber.ca) the following details:

- What the item or acquired service was for the missing receipt
- How much the amount was of the missing receipt
- Screenshot of a proof of action toward retrieving receipt (i.e., email to vendor)

↓ Download the [Lost Receipt Affidavit](#).

## FREQUENTLY ASKED QUESTIONS

### How do I rename my receipts?

Write a number on your receipts on a first-come, first-served basis, and rename them as follow: # + *Category + Vendor.pdf*. For example, the first receipt you accumulated or received from your crew was for a \$50 Amazon purchase by your art department. This receipt must be renamed as #1-Art-Amazon.pdf.

### How do I submit my receipts?

Once numbered and organized, scan your receipts using [Adobe Scan mobile app](#), and upload the scanned copies to your designated OneDrive "RECEIPTS" folder.

### How do I use my receipts to organize my expense report?

Refer to your receipts and enter all required transaction details on your expense report in order. The line numbers on your expense report must match your receipt numbers for easy reference.

### How often should I collect receipts from my crew and update my expense report?

Collect and scan receipts daily. Update your expense report weekly. This workflow will allow you to track your production expenses closely and meet reconciliation deadlines as scheduled.

### Should I keep my physical receipts after scanning and uploading to OneDrive?

Yes. Keep your physical receipts with you even after scanning. The scanned versions are primarily required for reconciliation purposes, but your executive producer (EP) may still ask for the physical copies.