

Original Receipt Information

Please send the following original receipts to the Travel Desk at SLU box 10720 **AFTER** they have been uploaded to your Expense Report:

Airfare (unless the original was received via email)

Airline Baggage (unless the original was received via email)

Airport Parking (unless the original was received via email)

Gasoline/Fuel

Public Transportation, including Uber/Lyft (unless the original was received via email)

Hotel (unless the original was received via email)

Meals (when using a cash advance or paying on behalf of someone else)

Communication Expenses (unless the original was received via email)

Laundry Services when travel extends beyond 7 days (unless the original was received via email)