Travel Receipt Requirements

State of Georgia Policy requires itemized receipts; therefore gasoline receipts are required to have the number of gallons and price per gallon printed in addition to the total amount of the fuel sale.
“Pre-Pay” Receipts are not acceptable. The receipt must have the number of gallons and price per gallon printed in addition to the total amount of the fuel sale. So if you pre-pay with cash, you will have to request and obtain the final receipt, showing the actual fuel sale, including the gallons purchased and price per gallon. As you will notice in the example below the actual fuel purchase was less than the prepaid amount.
Section 7.4 State Accounting Policy

- Travelers must **always obtain receipts**, except when per diem travel allowances are claimed. Not all receipts must be submitted with a travel expense report, but may be requested for verification or audit. Itemized receipts should include:
  - Name and address of the vendor
  - Date of service State of Georgia – SAO Statewide Accounting Policy & Procedure
  - Description of goods/service
  - Amount paid for each individual item

- **Credit card slips and statements** are **not acceptable** in lieu of receipts.

- Travel expense reports may be selected for audit at any time and all required receipts must be retained by the traveler for three years after the travel date, if not attached to the expense report.

- Receipts are **required** with the travel expense report for the following expenses, **regardless of dollar amount**:
  - Airline fares
  - Hotel expenses
  - Rental car expenses
  - Breakfast, luncheon, or dinner meetings unless claiming a per diem
  - Registration Fees
  - Visa/Passport fees

- No expense should be approved if a required receipt is missing.

- Receipts are not required for the following expenses if individual amounts are **less than** $25:
  - Gasoline purchased for rental vehicles
  - Parking
  - Highway tolls
  - Mass Transit tickets
  - Taxi fares
  - Airport vans