

## Required Receipts

- Airfare Itinerary showing credit card payment. If itinerary doesn't show payment then a credit card statement is required.
- Toll Road Receipts
- Lodging receipt showing each day's expenses itemized
- Taxi receipts showing to and from destinations
- Train and bus receipts showing to and from destinations
- Rental Car Receipts - Service agreement is not a receipt
- K.C. RoadRunner
- Parking
- Registration Fees
- Anything that you pay for excluding meals