

Reimbursement Visual Examples

Itemized Receipts:

Showing the where, when, who, what, and proof of payment.



A receipt from Portage Bay Cafe - Roosevelt. The receipt includes the cafe's name, address (4130 Roosevelt Way NE, Seattle, WA 98105), phone number (206.547.8230), server name (Sarah E), check number (9), table number (front 6), and order date (2/1/24 8:10 AM). The itemized list shows: 1 Gluten-Free French Toast (veg) \$17.00, 1 Goat Cheese Omelette (veg) \$16.25, Add Avocado \$2.75, 1 Fonte Coffee \$4.25, 1 Cappuccino \$4.00, and 12 oz \$0.50. The subtotal is \$44.75, state & local tax is \$4.59, tip is \$8.95, and the total is \$58.29. Payment was made via VISA CREDIT (EMV Chip Read) at 8:55 AM. Transaction details include: Sale, Approved, Approval Code 011065, Payment ID tgkrTkyMLWJK, Application ID A0000000031010, Application Label VISA CREDIT, Terminal ID 6ab883d0333, and Card Reader BBPOS. The cardholder is identified as VISA CARDHOLDER. The receipt concludes with a thank you message and a safe dining reminder.

portage bay
LOCAL ORGANIC SUSTAINABLE

Portage Bay Cafe - Roosevelt
4130 Roosevelt Way NE
Seattle, WA 98105
206.547.8230

Server: Sarah E
Check #9 Table front 6
Ordered: 2/1/24 8:10 AM

1 Gluten-Free French Toast (veg)	\$17.00
1 Goat Cheese Omelette (veg)	\$16.25
Add Avocado	\$2.75
1 Fonte Coffee	\$4.25
1 Cappuccino	\$4.00
12 oz	\$0.50
Subtotal	\$44.75
State & Local Tax	\$4.59
Tip	\$8.95
Total	\$58.29

Input Type C (EMV Chip Read)
VISA CREDIT XXXXXXXX1234
Time 8:55 AM

Transaction Type Sale
Authorization Approved
Approval Code 011065
Payment ID tgkrTkyMLWJK
Application ID A0000000031010
Application Label VISA CREDIT
Terminal ID 6ab883d0333
Card Reader BBPOS

VISA CARDHOLDER

Thank you for dining with us today.
Stay safe & we'll see you again soon.

2/5/24, 12:50 PM

Print - Your Confirmed Reservation

Confirmation Code:
ABCXYZ



Traveler

Jenny Smith

E-Ticket: 0123456789

MP#: Alaska Airlines 987654321

Seats: BUR-SEA Seat will be assigned
SEA-BUR Seat will be assigned

Flight	Departs	Arrives
Alaska 1041		
Saver (X)	Burbank (BUR)	Seattle (SEA)
Nonstop	Wed, Mar 6	Wed, Mar 6
Distance: 937 mi	7:00 am	9:49 am
Duration: 2h 49m		
Alaska 1150		
Saver (X)	Seattle (SEA)	Burbank (BUR)
Nonstop	Tue, Mar 12	Tue, Mar 12
Distance: 937 mi	2:53 pm	5:18 pm
Duration: 2h 25m		

Flight Total for 1 passenger: \$196.20

The VISA ending with *****1013 has been charged a total of USD \$196.20.

Total per passenger		\$196.20
Fare		\$154.42
Base fare	\$154.42	
Taxes and fees		\$41.78
United States Flight Segment Tax		
Domestic	\$10.00	
US psgr. facility charge	\$9.00	
US Sept. 11 security fee	\$11.20	
US transportation tax	\$11.58	

Each ticket will be a separate charge on your credit card statement.

For additional assistance with your reservation, call us at 1-800-252-7522 for assistance.

Comparison Airfare:

Taking personal time or made flight itinerary changes/upgrades? We need an airfare comparing the potential cost increases for these types of requests.

PURCHASED AIRFARE:

Confirmation # **ABCXYZ**

Confirmation date: **02/26/2024**

PASSENGER **Jenny Smith**

RAPID REWARDS # **0123456789**

TICKET # **987654321**

Your itinerary

Flight 1: **Wednesday, 04/03/2024** Est. Travel Time: 7h 15m [Wanna Get Away®](#)

FLIGHT	DEPARTS	ARRIVES
# 2884	HOU 08:25AM Houston (Hobby)	OAK 10:45AM Oakland
-	Stop: Change planes	

FLIGHT	DEPARTS	ARRIVES
# 0805	OAK 11:35AM Oakland	SEA 01:40PM Seattle/Tacoma

Flight 2: **Sunday, 04/07/2024** Est. Travel Time: 6h 25m [Wanna Get Away®](#)

FLIGHT	DEPARTS	ARRIVES
# 4173	SEA 12:05PM Seattle/Tacoma	DEN 03:45PM Denver
-	Stop: Change planes	

FLIGHT	DEPARTS	ARRIVES
# 6414	DEN 05:10PM Denver	HOU 08:30PM Houston (Hobby)

Payment information

Total cost (*showing taxes & fees)

Air - 2YFT5N

Base Fare \$ 548.62

U.S. Transportation Tax \$ 41.15

Payment

Visa ending in 1244

Date: February 26, 2024

Payment Amount: \$638.97

COMPARISON AIRFARE:

3/13/24, 3:04 PM

Trip and Price Details | Southwest Airlines





Log in Español

APR 17 - 20
HOU → SEA

Trip & Price Details

Price Payment Confirmation

Flight Modify

 Wed 4/17	# 2352 / 445 HOU → SEA 8:00 AM 3:00 PM	9 hr 0 min	1 stop 	Wanna Get Away	Price per Passenger \$543.03
 Sat 4/20	# 4278 / 3574 SEA → HOU 11:50 AM 8:30 PM	6 hr 40 min	1 stop 	Wanna Get Away Only 5 left!	Taxes and fees per Passenger \$89.93
					Total per Passenger \$632.96
					Passenger(s) x1
					Flight total \$632.96 or from \$62/mo* with uplift Learn more

Bank Statement:

Showing your name, bank name, transaction in question, and everything else redacted for safety.

BANK OF AMERICA

Jenny Smith | [Redacted] | November 9, 2023 to December 7, 2023

Deposits and other additions

Date	Description	Amount
11/14/23	[Redacted]	[Redacted]
Total deposits and other additions		[Redacted]

Withdrawals and other subtractions

Date	Description	Amount
11/14/23	[Redacted]	[Redacted]
11/28/23	[Redacted]	[Redacted]
12/04/23	[Redacted]	[Redacted]
12/04/23	[Redacted]	[Redacted]
12/04/23	[Redacted]	[Redacted]
12/06/23	PAYPAL *UBER 402-935-7733 CA 74208473340000005170793	-68.00
Total withdrawals and other subtractions		[Redacted]