


Mistakes to avoid when filing
reimbursement request


Example #1

- Missing details on the item purchased, price per quantity, and total quantity
- Missing proof of payment

| | | |
|-----------------------------------------------------------------------------------------------------------------------------|--|--------------------------|
| eBay O 12-08478-81990 | | \$97.65 |
| Merchant Contact Information | | |
|  2535 NORTH FIRST STREE, CA 95125 | | |
| Additional Information | | |
| Transaction Date | | Wed 04/06/22 |
| Posted Date | | Wed 04/06/22 |
| Purchase Method | | ONLINE |
| Category | | DEPARTMENT STORES |
| Cash Back Earned | | \$0.98 |

Example #2

- Missing Proof of Payment but includes item particulars



ELECTRIC SOLENOID VALVES.COM

Electricsolenoidvalves.com Invoice for Order #39694

85B Hoffman Lane
Islandia, NY 11749

Bill To

Student name, contact info and address

Ship To

Student name, contact info and address

Order: #39694 **Order Date:** Feb 23rd 2022
Payment Method: Credit or Debit Card (\$42.13) **Shipping Method:** USPS PRIORITY (3 Business Days)

Order Items

| Qty | Code/SKU | Product Name | Price | Total |
|-----|--------------|-------------------------------------------------|--------------------|----------------|
| 2 | RSC-A2-12VDC | 1/4" 12V DC Push Connect Plastic Solenoid Valve | \$16.99 | \$33.98 |
| | | | Subtotal | \$33.98 |
| | | | Shipping | \$8.15 |
| | | | Tax | \$0.00 |
| | | | Grand Total | \$42.13 |

Comments

Example #2

- Missing item particulars, but includes the last 4 digits

5/13/22, 10:55 AM

DISCOVER

Discover Card: Statements

Student name

Acct. Ending 3164

Student address

Transaction Details

| Trans. Date | Description | Amount | Category |
|-------------|-----------------------------------------|----------|-------------|
| 02/23/22 | ELECTRISOLENOIDVALVES.C 877-325-1799 NY | \$ 42.13 | Merchandise |

ELECTRISOLENOIDVALVES

85 HOFFMAN LN STE B, NY 11749

877-325-1799

Post Date Wednesday, February 23, 2022

Transaction Date Wednesday, February 23, 2022


Merchant Category INDUST SUPPL NOT ELSEWHERE
CLASSIFIED

Purchase Method ONLINE

Point Of Sale Zip Code 11749

Phone Number 8773251799

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ELECTRICSOLENOIDVALVES

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Include both the invoice and the cc statement screenshot