UCSB employees please do the following in order to comply with UC Policy:

- Submit original, itemized receipts
- Non-itemized/credit card receipts are not acceptable; use Missing Receipt Form (available at http://www.nceas.ucsb.edu/residents)
- In addition to the reimbursement forms, provide: 1) list of participants at the meal; 2) what was discussed; and 3) your total expenditures on meal, tax and tip
- Do not write on receipts, other than circling meal items
- Do not highlight or tape receipts

The more organized your receipt packet is, the faster it will be completed.

Thank you!