



2.3.1. Employee meals reimbursed for same day travel are taxable income.

3. Expense for which reimbursement is requested are submitted to the Business Office via an approved reimbursement voucher, accompanied with detailed, original receipts, except as provided for below.

3.1. Meal receipts must list the items purchased. Meals included on lodging bills must be accompanied by separate detailed receipts.

3.2. Receipts that are not fully itemized must be accompanied by a signed statement described the charges and attested to by the employee.

3.3. Lost receipts are reported on an Application for Duplicate Instrument Affidavit per RCW 39.72.010.

**APPROVAL**

/S/ Julie LaPierre

Julie LaPierre  
Interim Director

11/05/09

Attachment to Policy FM808 Travel & Reimbursement

Example of Acceptable  
Receipt

Example of Unacceptable  
Receipt

QUIZNOS SUB STORE #438  
(509)374-9494

**ORDER # 01041**

|                  |       |
|------------------|-------|
| SM NO CHEESE     | 2.99  |
| MED DRINK        | 1.59  |
| SD CAES SLD      | 2.00  |
| 1 SM/LC SD SALAD | -1.59 |

EAT-IN

|           |    |      |
|-----------|----|------|
|           | \$ | 4.99 |
| TAX TOTAL | \$ | 0.42 |
| TOTAL     | \$ | 5.41 |

AMEX \$ 5.41  
CHARGE TIP \$ 0.00  
ACCOUNT# :  
AUTH# :

9907 COUNTER OCT.23.2007  
REGI-AM 12:19

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424259043885  
QUIZNOS SUB #0438  
3107 W KENNEWICK AVE  
KENNEWICK, WA 99336  
509-374-9494

Merchant ID: 300003448612 Ref #: 018  
Term ID: 004

**Sale**

XXXXXXXXXXXX1015  
AMEX Entry Method: Swiped  
10/23/07 12:21:38  
Inv #: 000018 Appr Code: 521233  
Apprvd: OnLine Batch#: 000239  
Total: \$ 5.41

Customer Copy  
THANK YOU!