Policies, Procedures, & Forms
Yale University Exhibits

3301 GD.03
Electronic Receipt Documentation
Revision Date: 11/11/05

Supporting documentation for online purchases whether a receipt or a confirmation must include the following minimum requirements:

Airline Tickets

- Passenger name
- Issue date
- Ticket number or proof of payment (reference to credit card charged and last 4 digits of credit card number)
- Total payment
- Itinerary
- Class of service (i.e. coach, economy)
- Payment Type

Hotels
- Name and address of hotel
- Guest name
- Number of guests
- Check in and out dates
- Number of rooms
- Number of nights
- Price per night
- Total Payment
- Proof of payment (see above)
- Date purchased

Registrations:
- Name of attendee
- Name of conference
- Amounts
- Dates
- Proof of payment (see above)

Car Rental and other Miscellaneous Travel Purchases
- Name and address of vendor
- Date purchased
- Itemization
- Dollar amount
- Proof of payment (see above)

Books, Supplies, Services etc:
- Name and address of vendor
- Date purchased
- List of each item purchased
- Dollar amount
- Proof of payment (see above)