

MEMORANDUM

TO: Faculty and Staff

FROM: Rosemary Lévy Zumwalt  
Dean of the College and Vice President for Academic Affairs

SUBJECT: Accounting Requirements  
Re: Reimbursement for meals

DATE: April 19, 2010

The accounting office has asked me to notify faculty and staff regarding the need for detailed receipts for travel and entertainment reimbursements. If you pay for a meal, please turn in the receipt that lists what was purchased. The credit card total receipt alone is not sufficient under the federal auditing requirements to which the accounting office is subject. If you charge a meal to your hotel room account, please turn in the detailed room service receipt for that meal as well as the hotel bill showing the total.

If you have a reimbursement request to turn in and do not have detailed receipts, please explain this in a note with the reimbursement request. If alcohol was purchased, please estimate the cost separately from the total requested. Agnes Scott College is not permitted to reimburse for the purchase of alcohol unless it was purchased for a college-wide event.

Financial audits become more and more stringent and the college must meet these requirements as precisely as possible. The details of this procedure may seem exacting, but this is truly necessary for the good of the college.

If you have any questions, please contact Mary McAbee in the DOC ([mmcabee@agnesscott.edu](mailto:mmcabee@agnesscott.edu)) or Bobby Surillo at the Accounts Payable desk ([rsurillo@agnesscott.edu](mailto:rsurillo@agnesscott.edu)).

Thank you.

RLZ:mm

cc: Lai Chan, Accounting  
Bobby Surillo, Accounting  
Mary McAbee, DOC

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