

What do I do if I paid for something but did not get a standard receipt (either hard-copy or online)?

Standard receipts are sometimes not provided, for a variety of reasons. If you find yourself in this situation, here's what you'll need to submit in lieu of a receipt in order to be reimbursed:

ONE of the following:

- Front/back copy of your cashed check
- Copy of your credit card or bank statement showing the transaction (block out your account number first)
- Copy of your money order
- Copy of your wire transfer confirmation

AND supporting documentation – **below are some examples** (this is not an all-inclusive list, as it depends on the transaction):

- Print-out or URL of the consulate's webpage listing the fee(s) being paid
- Copy of the visa/passport/residence permit application form showing the fee(s) being paid
- Letter/email from your host institution indicating the fee(s) that you must pay
- Document from your abroad gym (etc) showing the fee(s) that you have paid

[Click here](#) to see a real-life example of acceptable supporting documentation.

IMPORTANT: If you are submitting a copy of a cashed check, a bank or credit card statement or a money order copy as your receipt, you **MUST** submit supporting documentation. Reimbursement requests submitted with missing required documentation will be rejected. The OIE will email you one time to advise you of what's missing. Repeated reminders will not be sent; it is your responsibility to follow up accordingly. If you do not, then you may lose out on your reimbursement opportunity.

Have more reimbursement questions?

Go to <http://studyabroad.richmond.edu/?go=ReceiptFAQ> for answers.