

**Proper Preparation of Receipt to Central Scanning
and for Travel/Business Entertainment Forms**

- Always submit original invoices when possible.
- Invoices or receipts smaller than 5x7 need to be taped to an 8x10 sheet of paper. Not doing so will delay the scanning process and may be returned to the department to correct.
- When taping the receipt do not tape over any necessary detail. Some types of paper are heat sensitive and when covering with tape the ink disappears.
- Do not use a highlighter, it does not scan well. You can circle items if need be.
- If submitting multiple pages please number the pages (ex. 1 of 6).