Receipts must show the DETAILS of what was purchased

Per the IRS, "receipts should include a description of the item purchased or service received that shows the amount was for a business expense."

Do I need the long detailed receipt from a restaurant or can I use the short summary with the total amount as documentation?

Itemized receipts are required for the actual substantiation of business and travel meals. For meals, oftentimes you will need two (2) receipts to show all of the necessary information. One receipt will show what was purchased, and the second receipt will show how you paid.

An itemized meal receipt should have the name of the establishment, the date of service, the items purchased, the amount paid for each item, and the tax. If the tip is not included in the total it should be written on the receipt. A credit card charge slip does not suffice because it lacks the needed details such as number of people

A receipt is any document that contains the following five IRS-required elements:

- Name of vendor (person or company you paid)
- Transaction date (when you paid)
- Detailed description of goods or services purchased (what you bought)
- Amount paid.
- Form of payment (how you paid – cash, check, or last four digits of credit card)

Please DO NOT take photos an image of a receipt on a desktop or laptop screen.
These pictures come across as blurry and incomplete into our accounting software.

Chuy's — *Perfect!* — **Chuy's**

Always Fun! Always Fresh!
16001 Chenal Parkway
Little Rock, AR 72223
(501) 821-2489

100004 ZZ AM BA

Tbl B213/1   Chk 9331   Gst 2
Aug02'23 11:46AM

1 QUESO   8.39
1 1/2 CHICKEN FAJ   17.99
1 CK BOOM BOOM   12.69
1 BEVERAGE   2.99
1 NO BEV   0.00

Subtotal   42.06
Total Tax   4.47
11:54AM Total Due   46.53

Food Tax   4.47

THANK YOU!!

SCAN QR TO PAY

Always Fun! Always Fresh!
16001 Chenal Parkway
Little Rock, AR 72223
(501) 821-2489

TABLE#   B213.1
SERVER   100004/ZZ AM BA
CHECK#   9331
***** TRANSACTION RECORD *****
Tran. : 18449   Table :B213.1
Check : 9331
Employee : 100004
Terminal :010   Device ID: 01
RRN : 695000000000

PRE-AUTH PURCHASE

XXXXXXXXXX
Visa   Entry Method: Chip

Amount   USD $46.53

Tip $_____10.00

TOTAL $_____56.53

08/02/2023   12:24:17 PM
00-001 592716
1/CCHUY043CC01

Starbucks Coffee #19456
523 Kirk Rd
Little Rock, AR 501-821-3338

CHK 729270
07/17/2023 10:33 AM
XXX____ Drawer: 1 Reg: 1

Cafe To Go
Order

Gr Latte   4.75
 Triple   1.00
 Whole Milk
 Extra Hot
 No Foam
Gr Ic Chai Tea L   5.45
 2 pumps Chai

Yes!

Subtotal   11.20
Discounts   0.00
Tax 10.625%   1.19
Gratuity   1.00
Total   13.39
Change Due   0.00

amazon.com

Details for Order #112-3408136-4069061

Order Placed: August 2, 2023
Amazon.com order number: 112-3408136-4069061
Order Total: $20.63
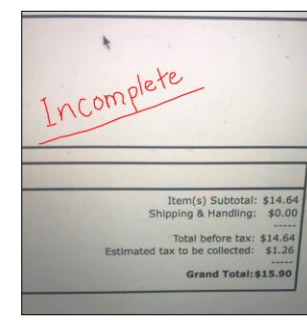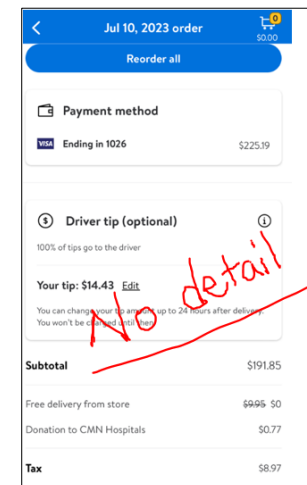
Great!

Not Yet Shipped	
Items Ordered	Price
1 of: Stock Your Home 4 Lb Kraft Brown Paper Lunch Bags (250 Count) - Bulk Disposable Lunch Sacks, Small Size Blank Bag for Kids, Good for a Snack, Sandwich, Grocery Food, and Arts & Crafts Projects Sold by: StockYourHome (seller profile) Condition: New	$18.99

Shipping Address:
1401 KIRK RD
LITTLE ROCK, AR 72223-6004
United States

Shipping Speed:
FREE Prime Delivery

Payment information	
Payment Method: Visa l Last digits:	Item(s) Subtotal: $18.99
	Shipping & Handling: $0.00
Billing address	Total before tax: $18.99
1401 KIRK RD LITTLE ROCK, AR 72223-6004 United States	Estimated Tax: $1.64
	Grand Total: $20.63

8:31

audible   0 credits

Order detail
Order #: D01-1143554-3485021

Audible Premium Plus
Membership Plan
Purchased: 07-12-23
Amount: $14.95
Not eligible for return

OK

Summary
Credit(s) used: 0
Subtotal: $14.95
Tax: $1.29
Total paid: $16.24

From: Chick-fil-A one@email.chick-fil-a.com
Subject: Chick-fil-A® Mobile Ordering Receipt
Date: Aug 2, 2023 at 12:22:04 PM
To:

Perfect → Detailed

Order receipt

Thanks for allowing us to serve you

You've earned 303 points for this purchase.

Order Summary

08/02/2023   Order number: 9693561

Payment method
Visa ending

Restaurant
Chenal & Markham   (501) 228-0404
12500 W Markham St
Little Rock, AR 72211-3310

Item Name	Quantity	Price
Grilled Nuggets 12 Ct Meal	1	$12.25
12 ct Grilled Nuggets	1	
Ketchup	3	
Medium Chick fil A Waffle Potato Fries®	1	
Medium Coke® Zero Sugar	1	
8 Ct Grilled Nuggets	1	$5.89
Honey Roasted BBQ Sauce	1	
Medium Chick-fil-A Waffle Potato Fries®	1	$2.45
Polynesian Sauce	1	
Large Freshly-Brewed Iced Tea Sweetened	1	$2.69

Subtotal $23.28
Tax $2.47
Total $25.75

Correct!

sam's club

Self Checkout
(501) 227 - 7119
LITTLE ROCK, AR
08/03/23 09:30 2524 08104 096   9096

DWIGHT

195988 DR PEPP 35PF   15.68 T
196196 SPRITECANS F   15.68 T
195988 DR PEPP 35PF   15.68 T
195988 DR PEPP 35PF   15.68 T
781184 MT DEW 36CNF   15.78 T
781184 MT DEW 36CNF   15.78 T
781184 MT DEW 36CNF   15.78 T
514802 OZARKA   6.54 R
514802 OZARKA   6.54 R
514802 OZARKA   6.54 R
514802 OZARKA   6.54 R
514802 OZARKA   6.54 R
514802 OZARKA   6.54 R
514802 OZARKA   6.54 R
514802 OZARKA   6.54 R
514802 OZARKA   6.54 R
           SUBTOTAL   175.46
TAX 1   0.625 %   9.49
TAX 2   2.250 %   1.47
           TOTAL   186.42
VISA TEND   186.42

No detail

Local Line
17800 Chenal Pkwy
Little Rock, AR 72223
501-448-2226

Server: Mayra   DOB: 08/02/2023
01:06 PM   08/02/2023
Table 43/1   3/30015

SALE

Visa   6291470
Card #XXXXXXXXXXX
Magnetic card present:
Card Entry Method: S

Approval: 124774

Amount: $39.83
+ Tip: _____
= Total: _____

I agree to pay the above
total amount according to the
card issuer agreement.

Need detail

Ocean's at Arthur's
16100 Chenal Parkway
Little Rock, AR 72223
821-1823

Server: Jie Valerie   DOB: 08/03/2023
12:50 PM   08/03/2023
Table 240/1   3/30015

SALE

VISA   4194321
Card #XXXXXXXXXXX
Magnetic card present:
Card Entry Method: S

Approval: 202642
Retrieval: 000000580000013

Amount: $61.95
+ Tip: ____12.00
= Total: ___73.95

Jul 10, 2023 order   0 $0.00

Reorder all

Payment method	
VISA Ending in 1026	$225.19

Driver tip (optional)
100% of tips go to the driver

Your tip: $14.43 Edit

You can change your tip amount up to 24 hours after delivery.
You won't be charged until then.

No detail

Subtotal $191.85
Free delivery from store $9.95 $0
Donation to CMN Hospitals $0.77
Tax $8.97

Incomplete

Item(s) Subtotal: $14.64
Shipping & Handling: $0.00

Total before tax: $14.64
Estimated tax to be collected: $1.26

Grand Total: $15.90

FORWARD emailed receipts to: **receipts@card.bill.com**

QUICKEST WAY to add emailed receipts =>
Dragging within Web Browser:

Web Browser

You are able to add receipts via the transactions dashboard on your Divvy web application.

- Download your PDF or image receipt.
- In Divvy, click the transaction that the receipt belongs to, then drag and drop the image or PDF into Divvy.

Attaching an emailed PDF receipt using your iPhone

1. Tap the PDF or attachment.
2. In the upper right hand part of your screen, tap the three dot menu.

   ⋮

3. Select 'Send File...' or 'Share'
4. Select the Divvy app.
5. Select the transaction the receipt belongs to, then tap 'Add receipt'.

Android

Images

1. Tap the receipt or image
2. At the bottom left, tap the **Share** icon.

3. Select the Divvy app.
4. Select the transaction the receipt belongs to, then tap the **Add receipt** option.