

To claim only specific items on a receipt:



Please don't...
circle, highlight
or cross out
line items.

Please do...
specify items
you would like
to be
reimbursed for
and indicate
total amount.



To remove specific items from a receipt:



Please don't...
circle, highlight
or cross out
line items.

Please do...
specify items
you would like
to remove and
indicate total
amount.



To claim all items on a receipt:



Please don't...
circle or
highlight any
line items.

Please do...
submit a
clean,
unmarked
receipt.

