



SUSANA A. MENDOZA
ILLINOIS STATE COMPTROLLER

ACCOUNTING BULLETIN

TO: Fiscal Officers of All State Agencies

FROM: Ellen Andres, Assistant Comptroller – Operations

DATE: March 15, 2021

SUBJECT: Required Travel Voucher Attachments – Proper Receipts

NUMBER: 244

The purpose of this bulletin is to clarify the definition of a proper receipt in reference to its required attachment to paper travel vouchers submitted to the Illinois Office of Comptroller (IOC).

Procedure 17.20.10 of the SAMS Manual provides guidance to agencies for the submission of paper travel vouchers. Specifically, page 4 of the procedure identifies the need to “confirm that all items requiring receipts have proper receipts attached” when submitting the voucher and attachments to IOC for processing.

The IOC does not require that the receipt submitted along with the travel voucher be the original receipt. An electronically stored or reproduced (e.g. copied, scanned, photographed) receipt meets the requirement as a proper receipt, as long as the receipt is identical to the original and contains sufficient information to verify the charges. This guidance is applicable to the submission of travel vouchers and receipts from all agencies to IOC for processing, regardless of the specific Travel Control Board rules that the agency is subject to.

Traveler Submission of Receipts

The IOC has reached out to the Governor’s Travel Control Board and has received confirmation that electronically stored or reproduced receipts are sufficient in meeting the requirements of the Board’s administrative rules (Ill. Admin Code Title 80, Section 2800.240). Therefore, travelers are not required to submit original receipts to their agencies. Copied, scanned, and photographed receipts are examples of allowable backup for the IOC and the agency. Agencies under the jurisdiction of other Travel Control Boards should reach out to their respective contacts to confirm that electronically stored or reproduced receipts are sufficient in meeting their Board’s specific requirements as they relate to traveler submission of receipts within their agency. If you have any questions concerning this Accounting Bulletin, please contact Sarah Robinson at sarah.robinson@illinoiscomptroller.gov. Agencies may access this and other [Accounting](#), [Payroll](#), and [SAMS](#) bulletins on the IOC website.