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Recommendations for EANS Program Reimbursement Requests
Required Supporting Documents

Overview of the Reference Guide

Non-public school points of contact (POCs) are required to provide supporting documentation when completing reimbursement requests in ePlan. The guide below will help POCs determine what receipts, invoices, or proofs of payment must be submitted to ensure timely reimbursement. Note: This list of recommendations for supporting documentation is not exhaustive.

1) **Itemized Receipt (An original document from the merchant) showing:**
   - Merchant's name
   - Transaction date
   - Amount paid
   - Description of purchased item(s)
   - Description of additional charges (taxes, service, delivery, etc.)
   - Form of payment used

2) **Invoice (an original document from the merchant) showing:**
   - Merchant's name
   - Invoice date
   - Amount billed
   - Description of billed item(s)
   - Description of additional charges (taxes, service, delivery, etc.)

3) **Proof of Payment (often needed in tandem with an invoice):**
   - Photocopy of a cancelled check (front and back)
   - Credit card sales slip
   - Monthly credit card statement

Source:

University of California Irvine, Division of Finance and Administration; IRS Publication 583 (January 2021)

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