



Office Memorandum

Date: July 2, 2013
To: Agency Payroll, HR and Accounting Staff
From: Mary Muellner, Director
Statewide Payroll Services
Subject: Expense Receipts: Additional Forms of Receipts Accepted

Updates have been made to the following policies and procedures:

- [Operating Policy and Procedure PAY0020, Travel Advances](#)
- [Operating Policy and Procedure PAY0021, Employee Business/Travel Expenses](#)
- [Operating Policy and Procedure PAY0022, Employee Relocation Expenses](#)

Receipts required by these policies need no longer be the original receipt. With so many original receipts being delivered electronically, the value of the “original receipt” has lessened. The purpose of the original receipt requirement was to act as a control for the prevention of duplicate expense payments. With the advent of electronic receipts, determining an “original receipt” has become increasingly difficult for employees and supervisors; so the requirement for an “original” receipt has been eliminated. Review of expenses by the supervisor or manager has been, and continues to be, the primary control in preventing duplicate expense payments.

Examples of acceptable forms of receipts include, but are not limited to: receipts delivered to the employee electronically, copies, scans, faxes, or original paper receipts. This change does NOT affect which expenses will require receipts.

SEMA4 Help and the relevant Payroll forms have been updated.

Questions

If agency Payroll, HR, and Accounting staff have questions regarding:

- Business/Travel Expenses or Travel Advances, contact Erin Gregory at 651-201-8077 or erin.gregory@state.mn.us.
- Relocation Expenses, contact Jennifer Goossen at 651-201-8072 or jennifer.goossen@state.mn.us.

PLEASE SHARE THIS INFORMATION WITH APPROPRIATE AGENCY STAFF