Effective July 1, 2017, Yale Law School will follow the receipt submission and retention policy below for reimbursement requests processed in Workday.

1. **Itemized receipts for all expenses totaling $75.00 or more are required to be submitted** for Law School reimbursement requests and **included as attachments** when submitting expense reimbursement requests in Workday.

2. **Itemized receipts for expenses totaling less than $75.00 are not required to be submitted** for Law School reimbursement requests, unless they are funded by a grant whose terms and conditions require the submission of receipts to document all expenses regardless of amount. However, **University policy recommends submitting receipts under $75.00 to the Workday preparer** to aid in accurate preparation of expense reimbursement requests, though they are not to be included as attachments in the Workday submission.

3. **The individual who prepared the Expense Report** (for employees) or **Supplier Invoice Request aka, “SIR,”** is responsible for submitting the Workday action electronically and for keeping the original receipts (paper or electronic documents) that were submitted for reimbursement. They are to be kept for purposes of:
   a. Reference if/when the copy of the receipt submitted as an attachment in Workday is determined by the YLS approver to be illegible, and/or
   b. Reference for the purpose of answering questions that may be asked about the expense at any time prior to the completion of the reimbursement payment.

4. The Business Office will receive and review Expense Reports and SIRs through the Workday electronic workflow, and will approve them electronically or send them back electronically to the preparer for revision.

5. The original receipts (paper or electronic documents) are required to be kept, by those identified above as responsible for keeping them, as follows:
   a. **Original receipts for purchases totaling less than $75.00 are to be kept until the expense report has been successfully processed.** They should then be shredded.
   b. **Original receipts for purchases totaling more than $75.00 are to be kept for 90 days from the submission of the reimbursement request in Workday.** Then they are to be shredded.

6. The YLS record retention policy and required retention period for original receipts is that the required official receipts of record are retained as attachments to transactions within Workday. The original receipts are to be stored outside of Workday by the preparer long enough to serve as backup during the processing of the Workday transaction, and then for a period of time consistent with University Procedure 3215 PR.02, effective 7/1/2017, which recommends that the originals of attached receipts be retained for 90 days after the end of the month in which the reimbursement took place and then shredded.

Reference link: [University Procedure 3215 PR.02](#) Yale Expense Management (P-Card and Out-of-Pocket Expenses)