



Information Sheet for the FILING AND SCANNING OF ORIGINAL RECEIPTS

(Adopted from the model of the University of Basel's Finance and Controlling Office)

In order for accounting receipts to be easily filed electronically, they should be prepared as follows:

- Use only paper clips to hold bills of more than one page or bills with a separate payment slip together.
- Additions to receipts have to be taped to a piece of white DIN A4 paper (e.g. train and plain tickets, taxi receipts, restaurant receipts, payment slips, etc.). E-tickets for flights and train travels have to be put in as a PDF copy or a screenshot of the online ticket. If tickets in paper were used, these should be submitted.

-> Prepared like this, the original receipts have to be sent to the coordinator after scanning.

- Leave space for a bar code sticker on the first page of the document.
- Please exclusively use tape (no staples or glue).
- Please tape all receipts separately from each other (no overlaps).
- You may tape multiple receipts to one page.
- You may tape receipts to the front and back of a white piece of DIN A4 paper.
- The back of a supplier's bill may be taped if it is empty / without print.
- If a payment slip is inbuilt in a bill, do not rip it off (example see below).

Please note further:

- Do not use highlighter for markings.
- Avoid dirty receipts if possible, as they impede legibility.
- Avoid handwritten comments if possible.

Example of a correctly prepared original receipt:



Example of a bill with an inbuilt payment slip:

