

## Substantiation for Apple Pay, Google Pay or Samsung Pay

Employees may use Apple, Google or Samsung Pay to purchase items on the University's behalf. These are contactless payment options that allow you to make purchases without a physical debit or credit card.

Substantiation for any business-related expense requires a receipt bearing the supplier's name, date, and an itemized list of items purchased. The digital wallet on your phone does display supplier and transaction total amount, but it does not list the required itemization list of items purchased.

In order to be reimbursed for purchases made using Apple Pay, Google Pay or Samsung Pay, you must obtain an itemized receipt from the supplier, just as you would do if you were paying directly by debit, credit card or cash.