

Substantiation for Grubhub or DoorDash

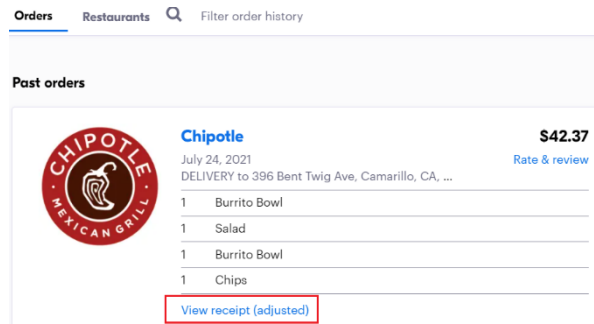
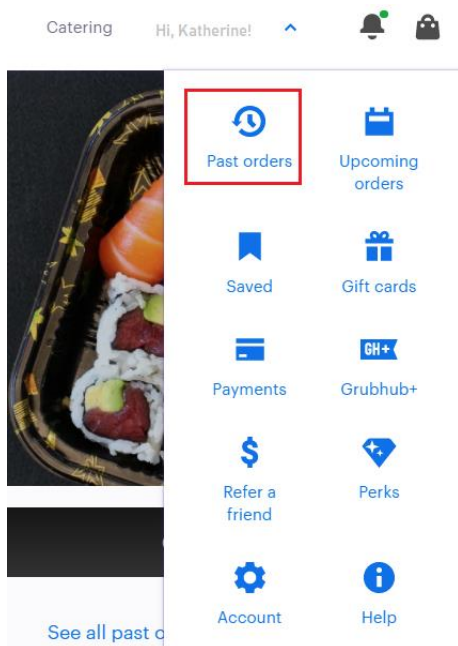
For purchases made on Grubhub or DoorDash (using website or app), an itemized receipt can be accessed by logging into their websites, or one will be emailed to you, or you can obtain a receipt directly from the supplier if goods are obtained in person; this is the preferred source of substantiation.

If a printed, web-based or emailed receipt is not available, you may create a substantiation document of required substantiation information with screenshots from your app on your phone. These screenshots must be printed out prior to requesting Petty Cash reimbursement; showing the information on your phone to Cashier is not sufficient.

To Obtain Receipt from the Website

To access your receipt on website, you will log in using your email address and password. Click on past orders under your profile name.

Select the appropriate order and click on View receipt.



Click on Print Receipt and then print a copy of the delivered PDF receipt for substantiation.

[Back to past orders](#)

Order Details

Ordered from
Chipotle
Rate & review: ★★★★★

Estimated Delivery
6:32pm - 6:42pm

Chipotle
600 Ventura Blvd

Delivery (ASAP) to:
Katherine Hill
1234 Main St.
Ventura, CA





Delivery Instructions
✔ **Contact-free delivery**
Drop-off location:
Front door of my house/apartment unit
Notification:
Text me

Grubhub Guarantee
We've got your back. Find a lower price? Order arrived late?
[Let us know](#)

Your health and safety is our priority, from restaurant to doorstep. [Learn more](#)

Your order
Jul 24, 2021 6:09pm

[Print receipt](#)
Order #07701505-7200219

	1	Burrito Bowl Chicken Bowl - White Rice - Pinto Beans - Sour Cream - Pico de Gallo - Cheese - Romaine Lettuce	\$9.20
	1	Salad Chicken Salad - Pinto Beans - Sour Cream - Pico de Gallo - Cheese	\$9.20
	1	Burrito Bowl Chicken Bowl - White Rice - Black Beans - Sour Cream - Cheese	\$9.20
	1	Chips Chips	\$1.89

Payment method
Credit Card

Items subtotal:	\$29.55
Delivery fee:	Free
Sales tax:	\$2.59
Service fee:	\$4.75
Driver tip:	\$2.00
Driver benefits:	\$3.50
Adjusted total	\$42.37

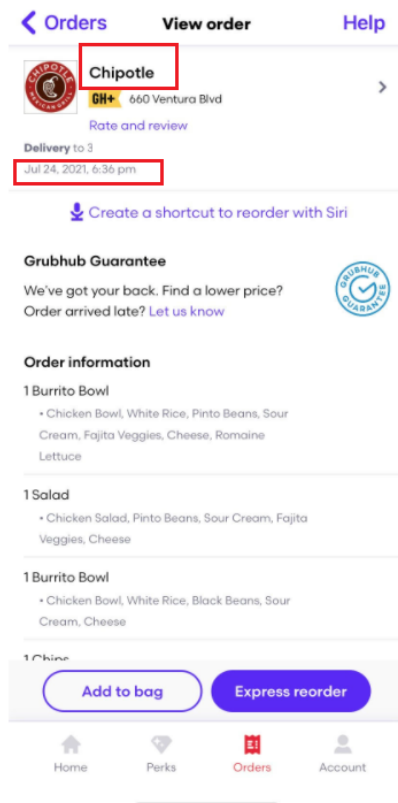
[Need help?](#)

To Create Substantiation Document Using Screenshots from the App

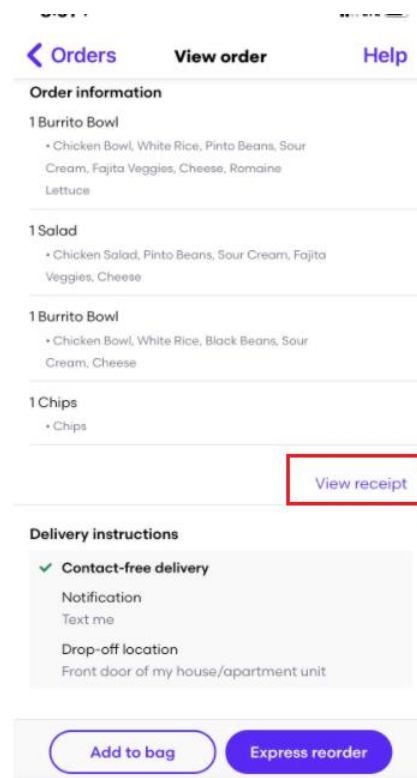
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- Open Grubhub or DoorDash App
- Click on Orders at bottom of screen
- Choose Applicable Order

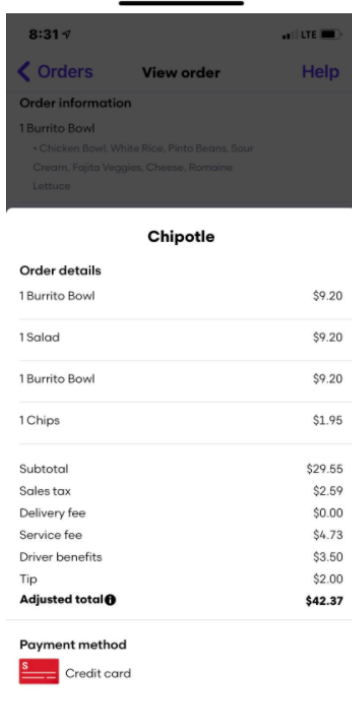
Take Screenshot to show supplier name and date of transaction:



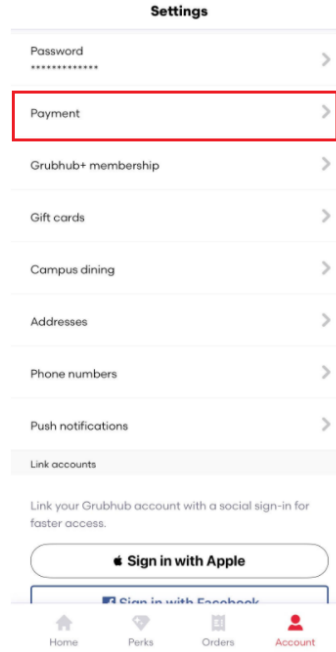
Click on View Receipt at bottom of order:



Take Screenshot of itemized receipt, including payment method:



To verify funds attached to app account, select Account at bottom of page and select Payment:



Take Screenshot of account information to verify the funds attached to the app account.

