

Substantiation for Starbucks Rewards App

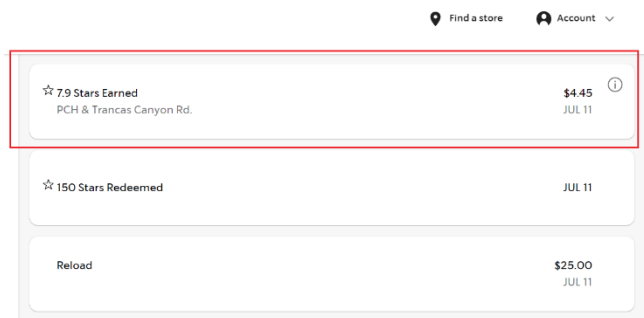
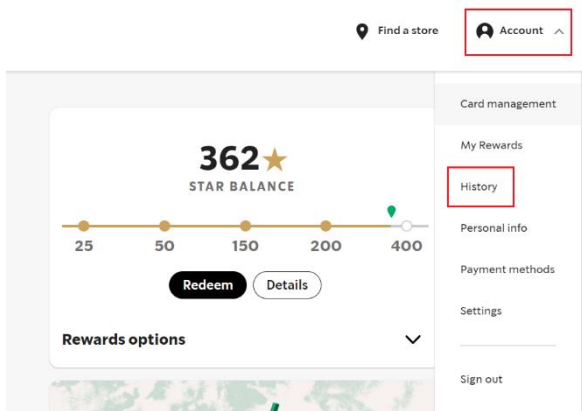
For purchases made using the Starbucks Rewards app, an itemized receipt can be accessed by logging into the Starbucks website, or you can obtain a receipt directly from the Barista when picking up your purchase in person; these are the preferred sources of substantiation.

If a printed or web-based 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

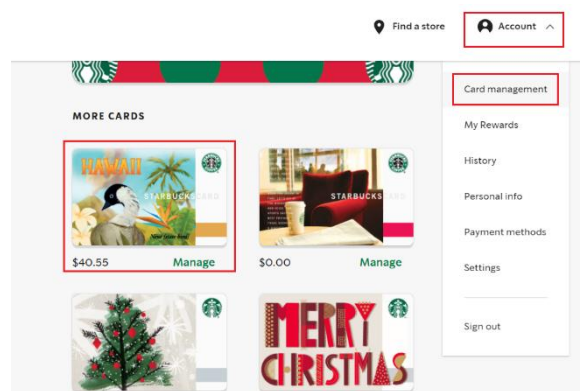
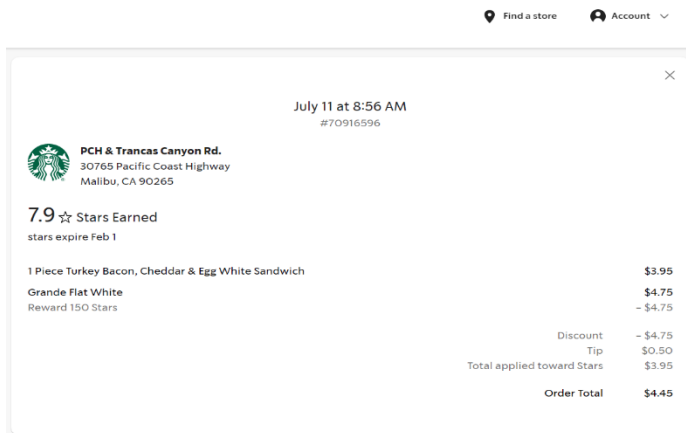
To access your receipt on the website, you will log in using your email address and password. Click on your History located under Account.

Select the appropriate order.

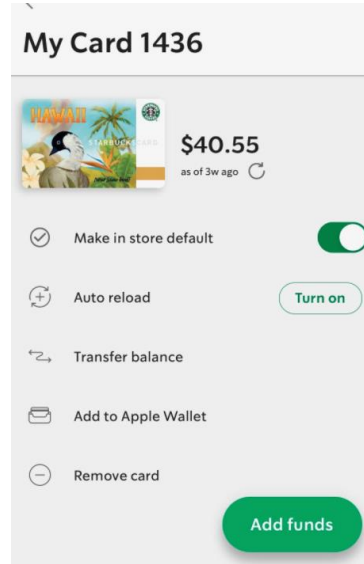


Print your screen to capture a copy of the delivered receipt for substantiation.

To verify funds attached to the account, select Card Management under Account.



Print your screen to capture a copy of the source of the funds attached to your account .



If your Starbucks account is linked to a rewards card, rather than a credit card number, you can provide verification that you have reloaded funds to your Starbucks app within the last 90 days. Please provide a screenshot from the History on your account that your Reload of funds, and also provide a copy of a bank or credit card statement that includes the date and the reload amount to match your account history.

[Find a store](#) [Account](#) ▼

Reload	\$25.00 JUL 15
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☆ 9.5 Stars Earned

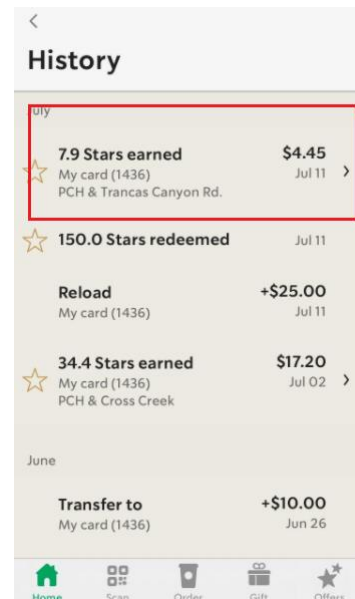
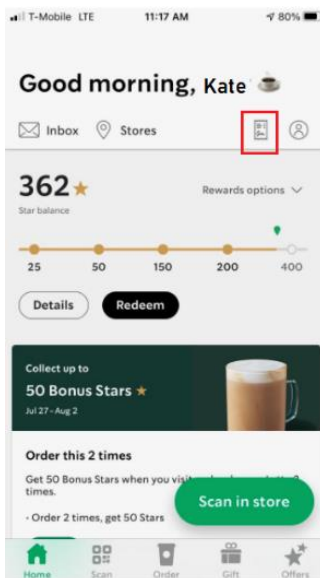
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To Create Substantiation Document Using Screenshots from the App

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

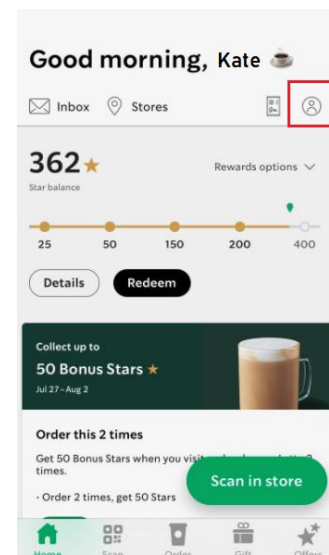
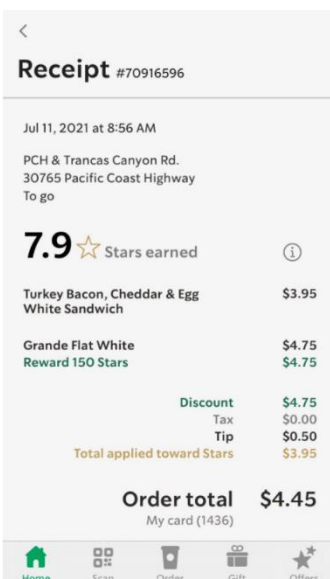
Take a screenshot of home screen to verify Starbucks as supplier and your name. Click on receipt icon to put up history of orders.

Select the appropriate order.



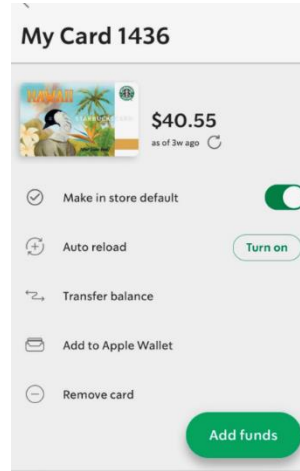
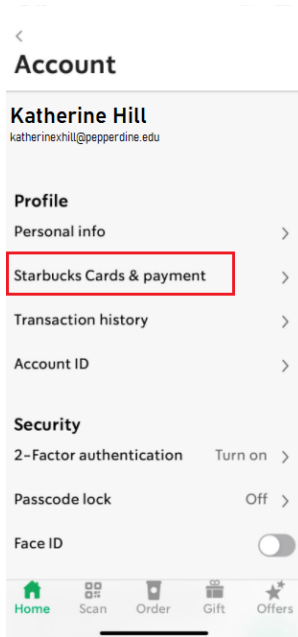
Take a screenshot of itemized receipt, including payment method.

On the home screen, click on account icon to locate payment source attached to your account.



Click on Starbucks Cards & Payments.

Take a screenshot to capture a copy of the source of funds attached to your account.



If your Starbucks account is linked to a rewards card, rather than a credit card number, you can provide verification that you have reloaded funds to your Starbucks app within the last 90 days. Please provide a screenshot from the History on your account that displays your Reload of funds, and also provide a copy of a bank or credit card statement that includes the date and the reload amount to match your account history.

