

Sample Format: Digital Photo for Reimbursement Submission

This sample illustrates how a digital photo should be submitted for reimbursement purposes. Ensure your image meets the specified requirements below.

Sample Digital Photo



Example: Clear, uncropped image of receipt, invoice, or relevant item.

Required Information

File Format

JPEG (.jpg, .jpeg) or PNG (.png) only

Resolution

Minimum 800 x 600 pixels (recommended)

File Size

Under 5MB per image

Content

- Image must be clear and legible
- No part of the document should be cropped or covered
- All relevant details must be visible

File Naming

Use meaningful names (e.g., JohnDoe_Receipt_June2024.jpg)

Important Notes

- Multiple receipts or documents must be photographed and submitted as separate image files.
- Do not edit, annotate, or digitally alter the original image.
- Ensure a neutral background for optimal legibility.
- Blurred or incomplete images may result in rejection of your submission.
- Retain a copy of your photo/image until the reimbursement process concludes.