



MISSING RECEIPT FORM

This form is to be used as documentation **ONLY** if the actual itemized receipt/invoice is not attainable for a transaction made during your travel. Use of this form in lieu of an actual receipt should be a rare exception, not the rule. **The form must be filled out COMPLETELY, signed by the travel and return to the Travel clerk.**

Traveler's Information

Traveler's Name: _____

Department: _____

Why is the original invoice, receipt or other appropriate substitute missing?

Vendor Information

Vendor Name: _____ Phone Number: _____

City and State: _____

Date of Purchase: _____

Item Description	Purpose	Amount
Total		\$

Traveler's Signature _____ Date _____

Travel Clerk's Signature _____ Date _____

Approval Signature _____ Date _____
 (Assistant Controller or Accounts Payable Manager)

NOTE: Repeated loss of receipts may be grounds for not reimbursing your travel expense.