Lost Receipt Form

If you have lost your receipt, please complete this form, provide required missing receipt information, and submit this form as your receipt for the corresponding expense for approval.

For missing restaurant, food service and entertainment receipts, please list the location of the expense (city), the purpose of the expense, and the name(s) of individual(s) entertained.

For missing trip receipts, please list the purpose of the trip, when the trip was taken as well as amount, location, and name of individuals with you.

For all other missing receipts, please provide the business purpose of the expense.

Please note that missing receipts are monitored regularly. If you repeatedly declare missing receipts, your reimbursement maybe rejected.

**Missing Receipt Declaration:**

I [please delete this bracket and enter your name here] certify that the following receipts have been lost or misplaced:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Vendor | Amount | Location (city) | Purpose of Expense | Name(s) of Individuals Entertained |
|  |  |  |  |  |

These expenses were incurred by me. I certify that no alcohol was purchased with this transaction. I have not and will not claim reimbursement for this expense from any other source.

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| Claimant’s Signature |  | Date |  |
|  |  |  |  |
| Approver’s Signature |  | Date |  |