

Missing Receipt Acknowledgement and Approval Form

IMPORTANT: This form is to be used only after all other attempts to obtain a copy of the original receipt have been exhausted. It is not intended to replace lost receipts on a consistent basis. Lost receipts should occur infrequently. It is an employee's responsibility to obtain receipts, as required by the Travel, Entertainment and Business Expense Reimbursement Policy.

The employee must attempt to obtain a copy of the original receipt from the merchant when at all feasible. This form is used by the employee seeking reimbursement of an expense where the original receipt is not available or has been lost. It is to be filled out for each expense where the receipt is missing and signed separately by the employee's supervisor indicating approval to reimburse the expense. The completed and approved form must be attached to the transaction on the related expense report. One form is required for each missing receipt.

To Be Completed by Employee

Date of Purchase:

Supplier/Merchant Name:

Transaction Amount:

Currency:

Detailed Description of the Item Purchased:

Business Purpose:

Yes No

I verify that the transaction was a valid, authorized business expense related to University business, and complies with University policies and procedures. Attempts to obtain a copy of the receipt were made. The information provided within this form is accurate and true. No reimbursement of this expense has been or will be sought or accepted from any other source.

Employee Name: (Printed)

Date:

Employee Signature:

Was the purchase of alcoholic beverages included on the lost/missing receipt? Yes No

If alcoholic beverages were purchased, ensure the purchase is coded to 52611.

To Be Completed by Supervisor

I approve reimbursement for the above employee as a valid business University expense in the amount of: \$

Supervisor Name: (Printed)

Date:

Supervisor Signature: