



## Missing Receipt Form

**PLEASE NOTE:**

- For lost air tickets, car rental or hotel receipts, a duplicate receipt must be obtained and submitted with this form.
- For other types of lost receipts over \$25 provide details of expense (e.g. copy of credit card statement)

The original receipt has been either lost or misplaced and this form is submitted in lieu of the original receipt and confirms that no original receipt is available and a duplicate receipt or proof of payment is attached if designated above.

**Description of Expense**

**Vendor**

**Amount**

**Signed**

**Date**

**Attach this form to the Travel Expense Report or Request for Check or Cash Reimbursement Form**