

Missing Receipt Claim Form

Original receipts are required for all expenses of more than \$25.00. If you are missing a receipt for a claim less than \$25.00, you should use this form.

I hereby certify that I have expended monies for the following expenses for which I do not have a receipt but for which I request reimbursement:

Include all details of the expenditure

Date of	Vendor business name	Location city, state	Type of expenditure	Amount of expense
expense			lunch, dinner, taxi, etc.	

	Total Unreceipted Claim \$		
Signature	Date		