



## 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. Lost/missing receipts should be infrequent and unusual as it is the employee's responsibility to obtain receipts as required by the Travel, Entertainment and Business Expense Reimbursement Policy. Receipt copies can be obtained from airlines, hotels, and rental car agencies as well as restaurants if the meal date is provided. Form requirements: (1) Filled out by employee seeking reimbursement of an expense where the original itemized receipt has been lost; (2) One form required for each missing receipt. (3) Form must be printed out, signed, then scanned and saved as a PDF file.; (4) Completed and signed form attached to the transaction on the related expense report ; (5) "Missing Receipt Acknowledgement Form Attached" box checked on the transaction line; (6) Not eligible for airfare, hotel, or rental car expenses; (7) By approving the Concur report, the approver is also stating they have reviewed and approved this missing receipt form

Date of Purchase:

Supplier/Merchant Name:

Transaction Amount:

Currency:

Detailed Description of the Item Purchased:

Business Purpose:

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

*(Note: If alcoholic beverages were purchased, ensure the purchase is coded to account 52611.)*

By checking this box, I verify that the transaction was a valid, authorized business expense related to University or MFA business, and complies with all 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