Missing Receipt Authorization Form

Original invoices on company letterhead or official receipts are required for reimbursements. Where the original invoice or receipt is not issued or lost, then a copy of the official invoice or receipt or a credit card statement will be accepted as a substitute with a brief explanation and notation of “original lost” clearly indicated on the substituting support.

EXPLANATORY NOTE

Please accept this as proof of expenditure for the missing original receipt.

Reason for missing original receipt or boarding pass(es):

Paid to: ____________________________
Dated: ____________________________ Amount: ____________________________
Description of Expense(s): ____________________________

I certify that this expense has not and will not be claimed for reimbursement from other sources or institutions.

Signature of Claimant: ____________________________________________
Printed Name: ____________________________________________________
Title: __________________________________________________________
Extension: ____________________________ Email: ________________________