



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: _____