



# Missing Travel Receipt Form

THIS FORM IS TO BE USED AS DOCUMENTATION ONLY IF THE ORIGINAL RECEIPT IS UNAVAILABLE & ATTEMPTS HAVE BEEN MADE TO ACQUIRE A DUPLICATE RECEIPT FROM THE VENDOR. THIS FORM MUST BE FILLED OUT COMPLETELY, SIGNED BY THE EMPLOYEE'S SUPERVISOR & ATTACHED TO THE EXPENSE REPORT IN CONCUR.

EMPLOYEE NAME:

UNID:

DATE:

CONCUR REPORT ID FOR EXCEPTION:

BRIEF EXPLANATION OF WHY ORIGINAL RECEIPT IS MISSING:

VENDOR NAME:

VENDOR CITY & STATE:

DATE OF PURCHASE:

Item Description	Business Purpose	Item Price
<b>Receipt Total:</b>		

SUPERVISOR NAME & UNID:

SUPERVISOR SIGNATURE: