

Missing Receipt Form

INSTRUCTIONS FOR USE:

All eligible purchases/expenses paid by SAIT require sufficient and appropriate supporting documentation for approval and audit purposes. As such a detailed descriptive receipt is required.

1. Complete this form as replacement supporting documentation for any lost, destroyed, or unobtainable receipts.
2. Attach the completed form to the expense submission (credit card or out-of-pocket expense claim) in lieu of the original receipt.
3. It is the responsibility of the expense claim or card expense approver to review this form, when reviewing the associated submission, to determine if the expense should be approved for payment without the original receipt.
4. This form cannot be used for reimbursement through petty cash.

Section 1: Claimant Information

Employee Name

Location of Expenditure

City, Country

Section 2: Expense Information

Vendor Name

Detailed Description of Expense

Reason Receipt not Provided

Date of Expense

Total Cost

Method of Payment

Section 3: Employee Declaration

I hereby acknowledge that the original, itemized receipt for the expense detailed above has been lost, destroyed or is unattainable and will not be claimed as an expense through any other means.

Claimant
Signature

Date:

Note: Certain PDF web viewers are incompatible with fillable e-signature and calendar fields.
If you are unable to sign this form, download it and open with Adobe Reader or Acrobat.