Expense Reimbursement
Missing Receipt Form

This form is to be used as documentation only if the actual receipt, invoice, or on-line order confirmation is unavailable for a single transaction with a total > $50 (not to be used for lodging expenses). It should only be used on an exception basis; repeated use of this form is considered non-compliant with Haverford College’s Expense Reimbursement Policy.

This form must be filled out COMPLETELY and signed by the employee and approver.

Employee Name: ________________________________

Department: ___________________________ Spend Category/Expense Item: ________________________

1) Why is the original receipt, invoice, or on-line order confirmation missing?

__________________________________________________________

2) Have you attempted to obtain a duplicate receipt from the credit card company? Yes____ No____

3) Have you attempted to obtain a duplicate receipt from the vendor? Yes____ No____

If your response to questions 2 & 3 are both No, please attempt to obtain a receipt from either of these sources. If you did attempt and were unsuccessful, please complete the following:

Vendor Name: ____________________________ Date of Purchase: ________________

Transaction Details:

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Business Purpose</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Amount</th>
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Total Cost $____

Employee: By signing this form I certify that the above transaction was made for Haverford College related business only:

Signature: ____________________________ Date: __________________________

Approver: (immediate supervisor or department head) By signing this form I agree that the above transaction was made for Haverford College related business only:

Signature: ____________________________ Date: __________________________

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