

TRAVEL REIMBURSEMENT MISSING RECEIPT MEMO

If all measures to obtain a required missing receipt have been exhausted, this Missing Receipt Memo should be completed by the person (Traveler) who incurred the expense.

Traveler must show some proof of payment (e.g. a credit card statement, cancelled check, etc.).

To: UFS Travel Office:

Please accept this memorandum as certification of the missing receipt. I certify that this expense was incurred on behalf of the University business.

Date of Purchase: _____ Amount of Purchase: \$ _____

Vendor: _____

Item (s) Purchased: _____

Business Purpose: _____

Explanation for missing receipt and action(s) taken to retrieve duplicate receipt:

I understand that a Missing Receipt Memo may not be completed on a routine basis and that overuse may revoke the privilege of providing a Memo in lieu of a receipt. I certify that the amount shown is the amount actually paid, that I have not and will not submit a duplicate claim, and that I have not and will not seek a claim for these expenses from any other source. I understand that a pattern of missing receipts may result in a reduction of reimbursement.

<u>Traveler</u>	<u>Departmental Approval</u>
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%; border-bottom: 1px solid black;">Signature</div> <div style="width: 45%; border-bottom: 1px solid black;">Date</div> </div> <div style="border-bottom: 1px solid black; margin-top: 10px;">Print Name & Title</div>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%; border-bottom: 1px solid black;">Signature</div> <div style="width: 45%; border-bottom: 1px solid black;">Date</div> </div> <div style="border-bottom: 1px solid black; margin-top: 10px;">Print Name & Title</div>

This memo should be attached to the Travel Reimbursement Request.