



Lost or Non-Itemized Receipt Statement
(Attach to Purchase Voucher, Travel Voucher, or Business Expense Reimbursement Form)

If an original itemized receipt is lost, the employee must ask the billing agency for a duplicate. If the billing agency is unable to provide a duplicate, the employee must indicate they attempted to secure a copy of the lost itemized receipt.

A "Lost or Non-Itemized Receipt Statement" must be completed for each lost or non-itemized receipt and attached to the Purchase Voucher, Travel Voucher or Business Expense Reimbursement Form.

I attest to the following:

- a. No original receipt is available for this expense. Please check the applicable statements below:
 - o The billing agency is unable to provide a duplicate receipt.
 - o Proof of payment is attached (i.e. credit card statement, cancelled check)

Note: This is required.

- b. The expense was incurred on behalf of the university.
- c. The item and amount of the expense are accurate.
- d. The only available receipt is a non-itemized receipt. The expenses are itemized below.
- e. No reimbursement of this expense has been will be sought or accepted from another source.

Enter Reason for Lost Receipt:

Enter Reason for Non-Itemized Receipt:

Meals (list each meal receipt separately)

Date	Restaurant	B,L,D*	# of People	\$ of Food	\$ of Alcohol	\$ Total

*B=Breakfast, L=Lunch, D=Dinner (Note: if more than yourself include the business purpose on Purchase Voucher, Travel Voucher or Business Expense Reimbursement Form in the comments. If less than 10 attendees, list each attendee.)

Other

Date	Description	Total

Signature of Traveler

Date

Signature of Supervisor

Date