



## LOST OR NON-ITEMIZED RECEIPT STATEMENT

When a receipt is lost or otherwise unavailable and all measures to obtain a copy have been exhausted, this statement must be completed & signed by the employee and the employee's supervisor. When the missing receipt is from a personal credit card transaction, a copy of the statement must accompany this form.

Enter Reason for Non-Itemized Receipt:

**Travel & Entertainment Expense descriptions should include who, why, when and where in your description.**

### Meals (list each meal receipt separately)

Date	Restaurant	Who Attended?	\$ Total

### Other (list each receipt separately)

Date	Merchant	Description	\$ Total

I understand that a Lost or Non-Itemized Receipt Statement should be used on rare occasions and not on a routine basis. I further understand that excessive use of a Lost or Non-Itemized Receipt Statement may revoke the privilege of providing this statement in lieu of a receipt and may be subject to partial or no reimbursement. I certify that the amount shown above is the amount I actually paid, the expense was incurred on behalf of the University, that I have not and will not submit a duplicate claim, and that I have not and will not seek a claim for this expense from any other University source.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date