



**Office of Strategic Sourcing & Payments
Missing Receipt Form**

When to Use This Form:

- **Local Meals**: Use for all unreceipted local meals, regardless of amount.
- **Group Meals (local or while in travel status)**: Use for all unreceipted group meal expenses, regardless of amount.
- **Entertainment Expenses**: Use for all unreceipted entertainment expenses, regardless of amount.
- **Miscellaneous Reimbursements**: Use for missing receipts of \$25 or more.
- **Purchasing Card Charges**: Use for all unreceipted items charged to a University credit card, regardless of amount.

Effective 2/1/16, the Missing Receipt Form is no longer accepted for meals taken while traveling on University business. Instead, travelers should use the appropriate per diem rate(s) for their destination city or cities for their entire trip, or request reimbursement for the receipts which they have on hand. For more information, please refer to the University's travel policy at the following: <http://controller.richmond.edu/sourcing-payments/travel.html>

Meals or Entertainment

Date	Breakfast (B) Lunch (L) Dinner (D)	Restaurant or Entertainment Venue Name	Names of Attendees and Relationship to the University (a separate sheet may be attached).	Business Purpose	Amount

Miscellaneous-Other

Date	Merchant Info/Description/Business Purpose	Amount

I, _____, certify that the documentation for each expense described above was lost or unobtainable,
(Type or Clearly Print Name of Purchaser)

and these expenses have not been previously submitted to this, or any other, organization for reimbursement. I further certify that these expenses comply with the University's reimbursement policies.

Signature of Purchaser: _____ Date: _____ Phone: _____

Printed Name of Supervisor/Approver: _____ Phone: _____

Signature of Supervisor/Approver: _____ Date: _____

Please attach this form to your reimbursement request or purchasing card statement and forward to Accounts Payable, Maryland Hall, Room G13. For questions, please call Francheska Williams(AP), x8176 or Taene Silva(PCard), x8177