MISSING RECEIPT FORM

EMPLOYEE

Name _____ Employee ID _____

Department _____ Manager _____

Date submitted _____ Expense report no. _____

THE PURCHASE

Date of purchase _____ Vendor _____

City or location _____ Amount _____

☐ Company card ☐ Personal card ☐ Cash Other: _____

What was bought

_____

_____

Business purpose (and who attended, for meals)

_____

_____

WHY THERE IS NO RECEIPT

☐ Lost ☐ Not given by the vendor ☐ Damaged or unreadable

☐ No receipt for this kind of purchase Other: _____

☐ Card or bank statement attached ☐ Order or booking email attached ☐ No other proof

STATEMENT

I confirm that the expense above was for business, that I tried to find or get a copy of the receipt and could not, and that I have not been paid back for it and will not ask for it again.

_____ _____ _____ _____

Employee's signature Date Manager's approval Date

FOR ACCOUNTING

☐ Approved ☐ Not approved

Amount paid back _____ Account code _____ Processed by _____