

Knox College Missing Receipt Form

Individuals must attempt to obtain a copy of the original receipt from the vendor for all travel or entertainment costs. Missing receipt forms must be signed by both the individual and authorized signer with a complete explanation of the expense if a copy of the receipt is unobtainable.

- A.** Attached is a copy or fax of the expense
- OR - I certify that I have contacted the agency and was unable to obtain a copy of the ticket receipt. Therefore I have attached one of the following:
- B.** A copy of the Knox College Corporate MasterCard Card record of charge
- C.** A copy of the invoice and form of payment (i.e., credit card statement, cancelled check)
- * Please note A, B, or C on the code line when completing form.**

Code	Date	Amount	Description

I, the undersigned, certify (a) that each expense described above, reported on the expense report, dated _____ was lost or not obtained, and (b) that these expenses have not yet nor will again be submitted to Knox College or any other organization for reimbursement or tax purposes.

Signature of Employee
Required

Date

Approver's Signature
Required

Date

DOCUMENTATION REQUIREMENTS

The College requires individuals to submit the following documentation to substantiate all expenses:

- Air/Rail – original ticket receipt
- Hotel – hotel folio is required for all lodging expenses, regardless of cost
- Car Rental – car rental agreement receipt
- Personal Car Usage – receipts for tolls and parking and daily mileage log listing date, itinerary, and number of miles
- Meals/Entertainment – credit card receipt or cash register receipt (no restaurant tear tabs)
- Receipts must include the name of the vendor, location, date, and dollar amount
- Detailed cash or sales receipts

Airline Ticket Receipt

In the event of a missing airline receipt (last page of the ticket stub), the affidavit must be accompanied by some form of documentation. The agency issuing the original ticket must be contacted and a copy of the receipt requested. All agencies are required by the Airline Reporting Commission to keep copies of every ticket they issue. If the traveler is unable to obtain a copy of the airline receipt, a copy of the MasterCard record of charge or the itinerary and form of payment (either credit card statement or cancelled check) must be included with the missing receipt affidavit.

Hotel Folio

The IRS requires a hotel folio or itemized bill for all lodging reimbursements.