



# MISSING RECEIPT FORM

**Missing Receipt Forms lacking the required information or documentation will be returned to the authorized signer.**

## DOCUMENTATION REQUIREMENTS

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

- Air/Rail – original or reprint of ticketed receipt
- Hotel – hotel folio is required for all lodging expenses, regardless of cost
- Car Rental – original or reprint of detailed car rental agreement and cost
- Personal Car Usage – receipts for tolls and parking, and daily mileage log listing date, itinerary, and number of miles
- Meals/Entertainment – detailed receipt. If more than one person attended, you must include business purpose and names of those who attended.
- Receipts must include the name of the vendor, location, date, and dollar amount
- Detailed cash or sales receipts

## MISSING RECEIPTS

### General

Individuals must attempt to obtain a copy of the original receipt from the vendor for all expenses and travel related costs. Missing receipt affidavits 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.

### Airline, Hotel, and Car rental receipts

Detailed airline, hotel, and car rental receipts are required and can be obtained from all vendors. **Missing receipts are not acceptable for these expenses.** All airline agencies are required by the Airline Reporting Commission to keep copies of every ticket they issue. The IRS requires a hotel folio or itemized bill for all lodging reimbursements.

## MEALS (list each meal separately)

Date	B, L, D*	Restaurant/City	# of people	Total
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

I certify that I have made an attempt to contact the vendor for a copy of the receipt. I also certify NO ALCOHOL was purchased for any of the above meals. (**Note: If more than one person, include business purpose and names of all individuals who attended.**) If needed, back of page can be used to document expenses.

\* B = Breakfast, L = Lunch, D = Dinner

## MISCELLANEOUS

Date	Vendor name and description of expense (in detail)	Total
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I, the undersigned, certify that (a) 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 Payee/Cardholder (**REQUIRED**) \_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature (**REQUIRED**) \_\_\_\_\_  
Date