



Travel Expense Missing Receipt Form

To be used for documentation of missing receipts which are required under the travel policy.

I, _____, have ____not received ____ misplaced (Check one) a receipt for travel expense.

This form is submitted in lieu of the original receipt:

(If MU travel card) Cardholder Name: _____

(If MU travel card) Card Number (Last 4 digits): _____

Department: _____

Date	Vendor	Description	Amount
Total			\$

I certify that the amounts shown above were expended for Monmouth University business purposes and that I have made every possible effort to obtain a duplicate receipt from the vendor:

Employee signature: _____

Date: _____

Print name: _____

Approving Signature: _____

Date: _____

Print name: _____

Submit this form with your other receipts, attached to either the ***Employee Travel Card Documentation Form*** or the ***Employee Travel Expense Voucher***.