

OAKLAND UNIVERSITY

Lost/Missing Receipt Form

If an original receipt is lost, or an original itemized receipt is unavailable, you must ask the billing agency for a duplicate. If the billing agency is unable to provide a duplicate, this form must be completed for each lost/missing receipt and attached to the Travel Expense Summary, Payment Voucher or P-Card Statement.

I, _____, have either not received or misplaced a receipt totaling \$_____.

Description of expense (what was purchased and why):

Vendor Name: _____

Date of Receipt: _____

This form is submitted in lieu of original receipts and attests:

- No original and/or itemized receipt is available for this expense. Please check the applicable statements below:
 - A duplicate receipt obtained from the billing agency is attached.
 - The billing agency is unable to provide a duplicate receipt.
 - Proof of payment is attached (e.g., credit card statement, cancelled check)
 - Alcohol is not included in the receipt amount.
- This expense was incurred on behalf of Oakland University business.
- The item and amount of the expense are accurate.
- No reimbursement of this expense has been or will be sought or accepted from any other source.

I understand that a pattern of missing receipts in the future may result in a reduction in reimbursement(s) or a loss of P-Card privileges.

Claimant's Signature _____ **Date** _____

Supervisor's Name _____

Supervisor's Signature _____ **Date** _____

This form must be included with your Travel Expense Summary, Payment Voucher or P-Card statement for any missing receipt over \$25.