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Expense Report - Missing Receipt Form

Receipts are **required** for all expenses **$25 and over.** If you are missing a receipt for an expense that requires one, the information is to be provided here and this form attached to the expense report.

**Missing receipt(s):**

|  |  |  |
| --- | --- | --- |
| **Merchant** | **Amount** | **Expense Date** |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |

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| **Purpose of Expense(s):**       |

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| **Reason for missing receipt(s):**       |

By submitting this form you certify that the expenses described above represent legitimate expenses incurred solely for the benefit of the College and were in accordance with the expense policy.

**Employee Name:**

**Date:**

  