

Lost or Destroyed Original Receipt Statement

Individuals must make a concerted effort to obtain a copy of the original receipt from the vendor for travel and entertainment expenses. In lieu of original receipts, a [Lost or Destroyed Original Receipt Statement](#) must be prepared by the traveler with a complete explanation of the expense and the reason for the missing receipt.

- For spreadsheet-based and paper [Expense Reports](#), the Statement must be signed by the traveler and authorized approver and attached to the Expense Report.
- For online [Expense Reports](#), a scanned copy of the Statement must be attached to the Expense Report; submission of the online Expense Report through the approval process negates the need for signatures on the Lost or Destroyed Original Receipt Statement.
- The traveler must include documentation showing proof of payment, i.e. credit card charge slip, record of charge and billing statement, canceled check, or other record of payment.

By submitting a Lost or Destroyed Original Receipt Statement, both the traveler and approver are certifying that no original receipt is available, the expense was on behalf of the University, the item and amount of the expense are accurate, and no other reimbursement of the expense has been or will be sought or accepted from any source.