

**Missing Receipt(s) Claim Form**

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Date: \_\_\_\_\_  
(MM/DD/YY)

I, \_\_\_\_\_ have either  
(FIRST AND LAST NAME) (BANNER ID)

(please check one): \_\_\_\_\_ Not Received \_\_\_\_\_ Misplaced receipts for the following purchases:

	<u>DATE</u>	<u>VENDOR</u>	<u>ITEM(S)</u>	<u>BUSINESS PURPOSE</u>	<u>AMOUNT</u>
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____
<b>TOTAL</b>					_____

Check the one that best applies:

\_\_\_\_\_ The purchase was made with my University Pcard.  
*\*\*Please upload this completed form to each transaction on your Wells Fargo online statement that is missing a receipt.*

\_\_\_\_\_ The purchase was made out-of-pocket and I am seeking reimbursement.  
*\*\*Please attach this completed form to a Reimbursement and Payment Request form.*

*Note: Lost receipts for airfare, car rental, lodging and some dining expenditures can usually be obtained if requested.*

Per IRS Regulations, Travel & Entertainment expense descriptions should include who, why, when and where in your description.  
 Examples: 1. Lunch at Thai Orchid with Donor XYZ on 3/31/19 to discuss pledge  
 2. Airfare to Accounting Conference in Phoenix 3/31/19 -4/3/19

I certify the expenses listed above were purchased on behalf of the University of Portland and not for personal use. I am submitting this form in place of the original receipt(s) and will not seek future reimbursement for these expenses.

Purchaser's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Budget Approver Name: \_\_\_\_\_  
(PLEASE PRINT)

Budget Approver Signature: \_\_\_\_\_ Date: \_\_\_\_\_