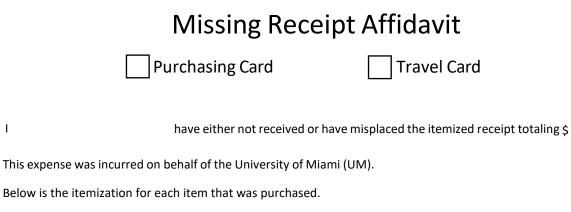
- 1. Reach out to the vendor for a copy of the receipt. If the receipt cannot be obtained, complete the form below. The form is to be completed only if all the options to acquire a receipt are not successful.
- 2. Limit 2 forms per Fiscal Year
- 3. \*Complete one form for each missing receipt-
  - Per Controller's Policy Travel & Business Expense Reimbursement Policy (13957353)

\*To satisfy substantiation requirements, all reimbursements must include an explanation of the business purpose for the expense and original receipts detailing the date, place, and amount of the expense. When you are traveling, receipts less than \$75 are not required unless they are for car rental, lodging or airfare. When charged to a sponsored grant or contract, the explanation should include the relationship of the travel expense to the project. Receipts on sponsored grants should follow the guidelines of the granting agency.



Transaction Date:

Vendor:

Т

Reason for missing receipt:

Deta	iil of Expense	Amount
	UM Business Purpose	
lhaldan Cimatunau	Data	

Cardholder Signature:

Date:

Supervisor Name:

Date:

**Corporate Card Services**