



Missing Receipt Form COVID-19

Please keep this in lieu of original paper receipts that cannot be accessed due to the COVID-19 work restrictions. This form can only be used for: Transactions dated 5/1/2020 and prior; Vendor was not able to provide an electronic receipt; Original paper receipts cannot be obtained due to work from home order.

| |
|--|
| Report Type (<i>select one</i>) Goods & Services Travel (missing receipts form required for travel expenses over \$75.00) |
| Report Name |
| Item Description |
| Business Purpose |
| Reason Receipt is missing |
| Cardholder Name |