

Missing Receipts Claim Form

Please include this form with the imaged receipts.

Date

I, have either (please check one)

- Not received
 Misplaced
 Receipt(s) totaling
- The purchase was made with my P-card.
- The purchase was made out-of-pocket and I am seeking reimbursement.

Date	Vendor	Item(s)	Reason for Purchase	Amount

Per IRS Regulations, Travel & Entertainment Expenses description should include who, why, when and where in your description.

Examples:

- 1) Lunch at Primo Grill with Donor XYZ on 3/31/10 to discuss pledge
- 2) Airfare to NCAA Conference in Phoenix 4/12/10 - 4/16/10 for prof development

I certify the expenses listed above were purchased on behalf of the University of Puget Sound 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 purchases.

Purchaser's Signature _____ Date _____

Puget Sound ID