
DATE

****EXPLANATION OF MISSING DOCUMENTATION**

**ONLY for transactions under \$25*

_____ is not able to provide a receipt(s) for the
CARDHOLDER/REQUESTER

following expense(s):

| Date of Transaction | Expense Description (i.e. vendor name) | Amount |
|---------------------|--|----------|
| _____ | _____ | \$ _____ |
| _____ | _____ | \$ _____ |

Reason/Explanation for missing documentation: _____

The expense(s) is (are) from:

- ProCard expense
- Expense to be reimbursed (TME or Check Request)

I approve the transaction(s) listed above (signatures required):

CARDHOLDER/REQUESTER

DATE

SUPERVISOR

DATE

Per University guidelines, expenses without backup documentation can only be approved for transactions **under \$25.*

***This form can also be used to take the place of **one** of the **two** required meal receipts (itemized list or credit card slip), with no dollar limits, as long as the other receipt is provided.*

PROPER USE OF THE MISSING DOCUMENTATION FORM

Per University policy, the “Explanation of Missing Documentation” form is only to be used on an exception basis and is only for unusual circumstances relating to a missing or lost receipt of less than \$25. The form was designed to standardize the paperwork that is submitted to document a missing or lost receipt and to replace the current process of submitting informal documentation or memos to substantiate lost receipts.

This form cannot be used in lieu of submitting receipts required for reimbursement requests or ProCard purchases, and all due diligence is required in locating and providing said receipts. Again, this form should only be used in extenuating circumstances. There have been no changes to the University’s Expense Reimbursement Policy or Purchasing Card Policy related to this form.

Additionally, repeated use of this form by the same individuals will be monitored and could result in denial of a reimbursement (Expense or Check Request), having the reimbursement treated as taxable income to the requestor, or require repayment (ProCard) to the University.

Not providing receipts is a violation of the University’s expense reimbursement policy which is based on the IRS’s accountable plan rules and must be adhered to in order to avoid tax consequences to the requestor. Please refer to the University’s Expense Reimbursement Policy which details receipt requirements, reimbursable and non-reimbursable expenses and the required timeframes for requesting reimbursements.

Please contact Procurement Services with any questions on this form or the University’s Expense Reimbursement Policy or Purchasing Card Policy.