

Purpose of This Form: Use this form if you are missing a receipt that is required to be provided according to the *Business and Travel Expense policy*. Do not use this form if you can obtain a duplicate receipt from the merchant/supplier.

Name: _____ **Department:** _____

Type of Expense: Purchasing Card Expense Report

Expense Amount: _____ **Date of Expense:** _____

Reason for Missing Expense Receipt:

Lost Receipt Receipt Not Provided by Merchant

Other (explain) _____
(example: inadequate receipt)

Please provide as much information as possible about the merchant/supplier with whom the expense was incurred:

Supplier Name: _____

Supplier Address: _____
(if known)

Supplier Phone #: _____
(if known)

Supplier Website: _____
(if known)

Description of Expenditure / Business Purpose:

The above information is true and correct and reflects actual expenses incurred for authorized / approved Carnegie Mellon University business.

Signature _____ **Date** _____
(Purchasing Cardholder, Purchaser, or Traveler)

FINANCE DIVISION USE ONLY

ATTACH FORM IN THE SCANNED RECEIPT FILE OF THE EXPENSE REPORT, PCARD VERIFICATION REPORT, OR ATTACH TO THE PAPER NON-EMPLOYEE EXPENSE REPORT.