

Expense Lost Receipt Form

Employee Information

- Name: _____
- Employee ID: _____
- Department: _____
- Contact Number: _____

Expense Information

- Date of Expense: _____
- Type of Expense: Travel Supplies Meals Other:

- Amount: _____
- Vendor Name: _____

Justification for Missing Receipt

Provide a detailed explanation for the lost receipt:

Certification and Agreement

I, _____, confirm that this expense was incurred for legitimate business purposes and that all information provided is accurate.

Supervisor Review and Approval

- Supervisor Name: _____
- Signature: _____
- Date: _____