

Lost Restaurant Receipt Reimbursement Process

The **lost restaurant receipt reimbursement process** enables employees to claim expenses without the original proof of purchase by following a standardized procedure. Typically, this involves submitting a detailed expense report along with a signed declaration explaining the loss. Adhering to this process ensures timely and accurate reimbursement while maintaining company compliance.

Sample Lost Receipt Reimbursement Process

1. **Notify Your Manager:**
 - Inform your supervisor or finance department about the lost receipt as soon as possible.
2. **Complete an Expense Report:**
 - Include all known details: restaurant name, date, amount, names of attendees, business purpose, and any supporting evidence such as a credit card statement.
3. **Prepare a Lost Receipt Declaration:**
 - Write a signed and dated statement explaining the circumstances of the loss and affirming the expense was business related.
4. **Attach Supporting Documentation:**
 - Attach bank/credit card statement showing the charge, emails about the event, or any other supporting documents.
5. **Submit for Approval:**
 - Send the full package (expense report, declaration, and supporting documents) through the normal reimbursement process for manager and/or finance approval.
6. **Finance Review:**
 - The finance team reviews the submission for completeness and compliance before processing reimbursement.

Sample Lost Receipt Declaration

I, [Employee Name], declare that the original receipt for a business meal at [Restaurant Name] on [Date] in the amount of [\$Amount] was lost. The expense was incurred as part of [Business Purpose]. I affirm that this claim is accurate and in compliance with company expense policies.

Signature: _____ Date: _____