

# 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 ( )  
I affirm that this claim is accurate and in compliance with company expense policies.  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_