

Lost Receipt Form - Meal Expenses

Use this **lost receipt form sample** to accurately document meal expenses when original receipts are unavailable. This form helps ensure expense reports are complete and compliant with company policies. It simplifies the reimbursement process by providing necessary details such as the date, amount, and reason for the missing receipt.

Employee Name:

Department:

Date of Meal Expense:

Meal Type (e.g., Breakfast, Lunch, Dinner):

Expense Amount (\$):

Location/Vendor:

Reason for Missing Receipt:

Description of Expense (who attended, business purpose, etc.):

Employee Signature:

Type name or sign here

Date:

Supervisor/Manager Approval:

Type name or sign here

Date:

Submit

Note: *Falsification of information may result in disciplinary action per company policy. Retain a copy of this form for your records.*