

Lost Receipt Form (Tax Compliance)

This **lost receipt form sample** ensures accurate record-keeping and maintains tax compliance by providing a structured way to document missing purchase information. It helps streamline expense reporting and supports audit readiness. Using this form reduces errors and enhances financial accountability within your organization.

Employee/Claimant Name:

Department:

Date of Purchase:

Vendor/Supplier Name:

Total Amount (incl. tax):

Tax Amount:

Description of Purchase/Business Purpose:

Reason Receipt was Lost/Not Provided:

Efforts Made to Obtain Duplicate Receipt:

Expense Type:

Additional Notes/Comments:

Note: Falsification of expense information may result in disciplinary action. Please attach any available

supporting documentation (e.g., credit card statement, email correspondence) when submitting this form.

Employee Signature:

Type or sign

Date:

Approver/Supervisor Signature:

Type or sign

Date: