

Lost Receipt Form for Business Expenses

Use this **lost receipt form sample** to accurately document business expenses when original receipts are unavailable. It helps maintain proper financial records and ensures compliance with company policies. Completing this form promptly supports transparent expense reporting and reimbursement processes.

Employee Name:

Department:

Date of Expense:

Vendor/Payee Name:

Type of Expense (e.g., meal, taxi, supplies):

Amount (USD):

Business Purpose:

Explanation for Lost or Missing Receipt:

Employee Signature:

_____ Date: _____

Manager Approval (Signature):

_____ Date: _____