

Lost Receipt Form for Travel Reimbursement

Use this **lost receipt form sample** to provide necessary details for travel reimbursement when receipts are missing. This form helps streamline the claim process by documenting essential information. Ensure all required fields are accurately completed for faster approval.

Employee Name:

Employee ID / Number:

Department:

Travel Dates:

e.g., 2024-06-10 to 2024-06-15

Type of Expense (e.g., lodging, meal, transportation):

Date of Expense:

Amount (USD):

Vendor Name/Location:

Reason Receipt is Unavailable:

Justification & Business Purpose:

Employee Certification:

☐ I certify that the above information is accurate and the claimed expenses were incurred for business purposes.

Employee Signature: _____ Date: _____

Supervisor/Approver Signature: _____ Date: _____