

# Knox College

## MISSING RECEIPT FORM

Please read Documentation Requirements on the back page of this form. Missing Receipt Forms lacking the required information or documentation will be returned to the authorized signer.

### Airline, Hotel and Car rental receipts

Detailed Airline, Hotel and Car Rental receipts are required and can be obtained from all vendors. **Missing receipts are not acceptable for these expenses.**

### Meals (list each meal separately)

Date	B, L, D*	Restaurant/City	# of People	Total
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

I certify that I have made an attempt to contact the vendor for a copy of the receipt. I also certify NO Alcohol was purchased for any of the above meals. *(Note: If more than 1 person---include business purpose, and names of all individuals who attended.)* **Back of page can be used, if needed, to document expense.**  
\*B=Breakfast, L=Lunch, D=Dinner

### Miscellaneous

Date	Vendor name and description of expense (in detail)	Total
_____	_____	_____
_____	_____	_____
_____	_____	_____

I, the undersigned, certify (a) that each expense described above, reported on the expense report, dated \_\_\_\_\_ was lost or not obtained, and (b) that these expenses have not yet nor will again be submitted to Knox College or any other organization for reimbursement or tax purposes.

\_\_\_\_\_  
REQUIRED

**Signature of Payee/Cardholder**

\_\_\_\_\_  
Date

\_\_\_\_\_  
REQUIRED

**Supervisors Signature**

\_\_\_\_\_  
Date

## **DOCUMENTATION REQUIREMENTS**

The College requires individuals to submit the following documentation to substantiate all expenses:

- Air/Rail – original or reprint of ticketed receipt
- Hotel – hotel folio is required for all lodging expenses, regardless of cost
- Car Rental – original or reprint of detailed car rental agreement and cost
- Personal Car Usage – receipts for tolls and parking and daily mileage log listing date, itinerary, and number of miles
- Meals/Entertainment – detailed receipt, if more than one person attended you must include business purpose and names of those who attended
- Receipts must include the name of the vendor, location, date, and dollar amount
- Detailed cash or sales receipts

### **MISSING RECEIPTS**

#### **General**

Individuals must attempt to obtain a copy of the original receipt from the vendor for all expenses and travel related costs. Missing receipt affidavits must be signed by both the individual and authorized signer with a complete explanation of the expense if a copy of the receipt is unobtainable.

#### **Airline, Hotel and Car rental receipts**

Detailed Airline, Hotel and Car Rental receipts are required and can be obtained from all vendors. **Missing receipts are not acceptable for these expenses.** All airline agencies are required by the Airline Reporting Commission to keep copies of every ticket they issue. The IRS requires a hotel folio or itemized bill for all lodging reimbursements.