

AURA Missing Receipt Form -
for internal use only

This form is to be completed as documentation **only** if the actual itemized receipt is not attainable for a travel reimbursement. Please attach a credit card statement as back-up documentation for the charge for which the receipts is not available- black out any personal information you do not want to share. **Use of this form in lieu of an actual receipt should be a rare exception, NOT the rule.** The form must be filled out completely, signed by the traveler and submitted with your Travel Expense Report.

Travelers Name:
Travel Request (TR) number:
Date of travel:

Description / Items Purchased	Cost
	\$
	\$

Why is the original itemized receipt missing?

Traveler Signature: _____ Date: _____