

Documentation Requirements

Original receipts should be obtained for all expenditures when possible. Exceptions are allowed for certain travel expenses such as taxis, buses, and other costs when obtaining a receipt is not practicable.

The following documentation is required to substantiate expenses:

- *Air/Rail* – original ticket receipt
- *Hotel* – hotel folio is required for all lodging expenses, regardless of cost.
- *Car Rental* – car rental agreement
- *Personal Car Usage* – receipts for tolls and parking; daily mileage log with date listed; destination and purpose; number of miles (see mileage reimbursement form)
- *Meals/Entertainment* – credit card receipt or cash register receipt (no restaurant tear tabs) that includes the name of the vendor, location, date, dollar amount, and list of attendees if expense is for meals or entertainment
- Subscription or dues forms

Missing Receipts

General Expenditures

Individuals must attempt to obtain a copy of the original receipt from the vendor for all costs. Missing receipt affidavits must be signed by the individual claimant with a complete explanation of the expense if a copy of the receipt is unobtainable.

Airline Ticket Receipt

In the event of a missing airline receipt (last page of the ticket stub), the affidavit must be accompanied by some form of documentation. If the traveler is unable to obtain a copy of the airline receipt, acceptable alternatives are: copy of the airline or travel agency itinerary showing form of payment, credit card statement, or cancelled check.

Hotel Folio

The IRS requires a hotel folio or itemized bill for all lodging reimbursements.

Questions may be directed to Purchasing ext 8250; Accounts Payable ext 7393 or 7340; and travel related questions please contact ext 7390.

Certification for Missing Receipt

Trinity University
May 2008

Type of Transaction:


Purchasing Card

Travel Expense

Petty Cash & Other Accounts Payable

Receipt Information

Transaction Date:

Total Transaction Amount: 

Payee:

(Name of Vendor, Person, etc.)

Location:

(City/State/Zip)

Description of Expenses Incurred

Post Date	Description and Justification for Expense	Amount

Reason for Missing Receipt(s)

Lost Receipt

Vendor Provided None

Other

Explanation:

Claimant Certification

Date: _____

(Employee / Other Claimant)

Department

I certify that the foregoing receipt related to an authorized expense is not available or obtainable, and the information is true and accurate, and the amount shown is legally due. This expense has not yet nor will again be submitted for reimbursement or tax purposes.

Signature:

Authorization

Authorized Signature (Vice President, Chair or Director): _____
(Vice President, Chair, or Director)

Printed Name of Authorized Person: _____ Date: _____