



Missing Receipt Form

Employee Name:

Transaction Date:

Vendor Name:

Purchase Description
(If receipt is for a
meal please include
all names):

Reason for lost
receipt:

Job Number:

Cost Code:

Subtotal:

Tax:

Total:

I confirm that the above expense is a valid Valard business expense:

Employee Signature:

Manager Name:

Manager Signature:

This form may be used in cases where a receipt/invoice/other supporting documentation has been lost/misplaced. Availability of this form should not prevent the need to retain your original, itemized receipts/invoices/other supporting documentation.

Please Note: This form must have manager's approval prior to submission.