



Expense Reimbursement/Reconciliation Missing Receipt Form

This form is to be used as documentation only if the actual receipt, invoice, or on-line order confirmation is unavailable for a **single** transaction with a total > **\$50** (not to be used for lodging expenses). It should only be used on an exception basis; repeated use of this form is considered non-compliant with South Whidbey's Expense Reimbursement Policy.

This form must be filled out COMPLETELY and signed by the employee and approver.

Employee Name: _____

School/Office: _____ Spend Category/Expense Item: _____

1) Why is the original receipt, invoice, or on-line order confirmation missing?

2) Have you attempted to obtain a duplicate receipt from the credit card company? Yes_____ No_____

3) Have you attempted to obtain a duplicate receipt from the vendor? Yes_____ No_____

If your response to questions 2 & 3 are both No, please attempt to obtain a receipt from either of these sources. If you did attempt and were unsuccessful, please complete the following:

Vendor Name: _____ Date of Purchase: _____

Transaction Details:

Item Description	Business Purpose	Quantity	Unit Price	Amount
Total Cost				\$

Employee: By signing this form I certify that the above transaction was made for South Whidbey School District related business only:

Signature: _____ Date: _____

Approver: By signing this form I have reviewed and agree that the above transaction was made for South Whidbey School District related business only.

Signature: _____ Date: _____