



Miscellaneous Non-Receipt
Transaction

_____ Bellhop Tip	_____ Housekeeping Tip
_____ Baggage Carrier	_____ Tolls
_____ Other (Please describe) _____	
_____ Total	

Name of Traveler: _____

Date(s) Charge Incurred: _____

Traveler Signature: _____

Supervisor: _____

This form is to be used for recording any miscellaneous expenses incurred by the traveler that did not produce a detailed receipt. All claims for reimbursement of miscellaneous expenses must be itemized and attested to by the claimant and approved by claimant's supervisor.