**Travel Reimbursement – Missing Receipt Documentation**

The current CSU alternative documentation requirement requires the travel preparer to complete the Missing Receipt Documentation form. The form must be completed, signed by the traveler and the travel approver and attached to the Notes and Attachments section of the Travel Reimbursement document.

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| --- | --- | --- | --- |
| **Traveler Name:** |  | **Travel Reimbursement Number:** |  |
| **Travel Approver Name:** |  | | |
| **Travel Destination(s):** |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Type of Claim (supplies – be specific, taxi, etc.)** | **Name of Establishment** | **Amount** | **Reason Receipt is not Available** |
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|  |  |  |  |  |

Traveler Signature:

Traveler Certification: I certify the above claims herein are true and just in all respects.

Travel Approver Signature:

Travel Approver Certification: I approve reimbursement for the above missing receipt(s).