

STEVENS INSTITUTE OF TECHNOLOGY

Business and Travel Expense Missing Receipt Form

For use with a TABER and Disbursement Voucher (DV) for reimbursement OR for PCard Documentation

For guidance on appropriate business expenses, please refer to the Business and Travel Expense Policy.

Complete this form and have it approved. Scan it, along with other documentation required for a TABER form (Travel and Business Expense Reimbursement) or as Procurement Card Documentation.

Purchaser's Name (Person seeking Reimbursement or PCard holder):

Department

Telephone

Email address

Date	Vendor Name	Item Description/Details	Total Amount

I, the Purchaser, certify that the original receipts for the expenses reported on the TABER form OR charged to my PCard were lost and a copy could not be obtained from the vendor. I certify that these expenses were incurred by me and are deemed appropriate in accordance with the Business and Travel Expense Policy of Stevens Institute of Technology. These expenses will not be submitted for reimbursement to any other organization or agency. I also certify that the expenses do not include federal "unallowable costs" except as noted.

Please note: The Office of Sponsored Accounting will review all missing receipt forms to determine if the expenses are allowable for reimbursement against a sponsored award.

Purchaser's Signature:

Date:

Supervisor's or Card Approver's Signature:

Date:

THIS SPACE FOR ADMINISTRATIVE NOTES PLEASE