



REPLACEMENT FOR LOST EXPENSE RECEIPT

Employee Name: _____

Original Receipt is not available for one of the following reasons:

- Order placed by phone and vendor unable to fax/email receipt
- Original receipt lost by employee
- Other – (explain)

Transaction Details

Vendor Name: _____ Date of Purchase: _____ Amount: \$ _____

Nature of Expense (i.e. taxi, dinner):

(meal receipts require attendees names, purpose of dinner meeting etc.)

I am requesting reimbursement for the above listed expense(s) in accordance with the Rivier University Policy. I have lost the receipt(s) and I have been unable to obtain a duplicate from the provider of goods or services for which payment was made. I certify that these out of pocket costs have been incurred by me in the performance of my official duties with Rivier University.

Employee signature: _____

Supervisor signature: _____

NOTE: This completed signed form must be attached to a completed Purchase Order to receive reimbursement.