

**Purpose of this Form:** To report a missing receipt that is required to be provided according to the university's [Business and Travel Expense Policy](#) and [Purchasing Policy](#). Do not use this form if you can obtain a duplicate receipt from the merchant/supplier.

Name: \_\_\_\_\_ Department: \_\_\_\_\_

Type of Expense:  Purchasing Card  Expense Report

Expense Currency: USD Expense Amount: \_\_\_\_\_ Date of Expense: \_\_\_\_\_

Reason for Missing Expense Receipt:

Lost Receipt

Receipt not Provided by Merchant

Other (Explain): Example: Inadequate Receipt

Please provide as much information as possible about the merchant/supplier with whom the expense was incurred:

Supplier Name: \_\_\_\_\_ Supplier Phone Number: (if known)

Supplier Address: \_\_\_\_\_ Supplier Website: (if known)

Description of Expenditure / Business Purpose:

**Authorization**

The above information is true and correct and reflects actual expenses incurred for authorized / approved Carnegie Mellon University business.

*Purchasing Cardholder, Purchaser, or Traveler*

\_\_\_\_\_  
**Purchaser**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Attach completed form to the scanned receipt file of the expense report or purchasing card (PCard) verification report.**