

Travel– 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 Post-Trip travel voucher for reimbursement.

Traveler Name:		Post-Trip Voucher number:	
Travel Approver			
Location(s) traveled:			

Date	Type of Claim (supplies – be specific, taxi, etc.)	Name of Establishment	Amount	Reason receipt is not available

Travel signature: _____
 Traveler certification: I certify the above claims herein are true and just in all respects.

Traveler approver signature: _____
 Traveler approver certification: I approve reimbursement for the above missing receipt(s).