



**TEXAS CHRISTIAN UNIVERSITY  
LOST/MISSING RECEIPT FORM (\$50-\$75)**

Individuals must submit this signed form with their Reimbursement Form to Accounts Payable when seeking reimbursement for an expense between \$50 and \$75 for which the receipt is lost or missing and a duplicate receipt cannot be obtained. This form is not required for individual missing receipts less than \$50. Lost receipts for items costing less than \$50 should be noted on the Reimbursement Form. Expenses exceeding \$75 that do not have adequate substantiation may be reported as taxable income on the individual's W-2.

NOTE: A separate form must be completed for each lost receipt. This form is not intended to replace the requirement for obtaining original receipts. For missing receipts paid by credit card, a copy of the individual's credit card statement must be included with this form. When an individual uses cash to pay for business expenses, adequately detailed substantiation of the expense is required. If itemized receipts are not available, then the expense may be considered as taxable income and reported on the individual's W-2.

**Re: Original Receipt**

I, \_\_\_\_\_ hereby declare that I have lost or accidentally destroyed or failed to receive the original receipt. I further declare that a) I have not and will not use this receipt (if subsequently found or received) to claim reimbursement from any other source, or to support any claim for income tax deductions in the future and b) that this is a legitimate expense incurred on behalf of approved TCU business.

**A detailed description of the goods or services purchased is as follows:**

Vendor Name: \_\_\_\_\_

(Name of store, restaurant, etc.)

Date of Purchase: \_\_\_\_\_

Amount of Purchase: \_\_\_\_\_

Description of goods/services purchased: \_\_\_\_\_

Employee Signature (Digital accepted)

Date

\_\_\_\_\_  
Employee Name

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

\_\_\_\_\_  
Approver Signature (Digital accepted)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approver Name