



### Missing Receipt Form

Attach this form to the "Employee Travel and Meal Reimbursement Form"

<b>Employee (Traveler) Name</b>	
<b>Department / School</b>	

<b>Expense Date</b>	
<b>Amount</b>	
<b>Vendor Name</b>	
<b>Description of Expense</b>	
<b>Reason for Missing Receipt</b>	

I certify that this expense is actual, reasonable and incurred in accordance with Mercy College policy for official business of the College. I certify that no portion of this invoice was free of charge, previously reimbursed from any other internal or external source, or will be paid from any resource/source in the future.

\_\_\_\_\_  
**Employee (Traveler) Signature**

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

**Authorizations:**

\_\_\_\_\_  
Supervisor Name

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean Name

\_\_\_\_\_  
Dean Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Officer Name

\_\_\_\_\_  
Staff Officer Signature

\_\_\_\_\_  
Date

**Vice President and Chief Financial & Planning Officer (or Designee) Approval:**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date