Portland State UNIVERSITY

TRAVEL REIMBURSEMENT MISSING RECEIPT MEMO

To: Manager, BAO-Specialized Accounting Services:

As *a one time exception* only, please accept this memorandum as certification of the missing receipt:

Date of Purchase: _____ Amount of Purchase: $_____

Vendor: _____

Item (s) Purchased: _____

Explanation for missing receipt and action(s) taken to retrieve a copy of the receipt:

_____

_____

_____

_____

_____

_____

I understand that a pattern of missing original charge documents may result in a reduction of total reimbursement request. Necessary miscellaneous business-related travel expenses as outlined in the PSU Travel Policy must be itemized for reimbursement and no receipt is needed unless a single transaction exceeds $25.

Traveler Signature	**Departmental Approval**
_____ Signature Date _____ Print Name & Title	_____ Signature Date _____ Print Name & Title

Copy of this memo should be attached to the Travel Reimbursement Request.