

# Lost / Unavailable Receipt Form Champaign County

Date of Expenditure: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Place / Location / Website: \_\_\_\_\_

Reason for Expenditure: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for no receipt being obtained: \_\_\_\_\_

\_\_\_\_\_

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

**A separate form is needed for each lost / unavailable receipt.**

I, the undersigned, swear the above expense information is accurate and was incurred due to work related activities. I, the undersigned, swear that the above expenses DO NOT include any alcohol.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

This form must accompany the "Travel-Expense Form" or statement that receipts are missing from.

The Auditor's office may have additional questions on a case-by-case basis.

For any lost receipt over \$20 purchased on personal credit card please show copy of credit card statement or print from card issuers website of purchase.