

MISSING MEAL RECEIPT FORM

TAPE PARTIAL RECEIPT BELOW

Meal: (Choose 1)

- Meal UNDER \$10 (ACTUAL COST; NOT a per diem)
 Meal OVER \$10

Receipt: (Choose 1)

- Missing ITEMIZED portion of receipt
 Missing PAYMENT portion of receipt
 Missing TOTAL receipt

Reason: (Choose 1)

- Lost / Misplaced
 Restaurant Not Provide
 Shared Meal/Another has receipt
(wide usage not recommended)
 Other _____

Restaurant: _____

City, St: _____

(Day) (Date) (Time)

Meal (Bfast-Lunch-Dinner): _____

Brief Description of Purchase:

Cost: \$ _____

Tax _____ % : \$ _____

Sub Total \$ _____

Tip _____ % \$ _____
(Max 20%)

TOTAL: \$ _____

(If exceeds cap, claim cap only \$ _____)

Payment made by approved traveler: (Choose 1)

Cash Credit/Debit Card

Initial All 3 Lines Below:

- No ALCOHOL reimbursement requested.
 Items reimbursed for approved traveler
only (not shared with any others.)
 Requesting actual expenses incurred.

(Traveler)

(Supervisor or Travel Designee)