

Missing Receipt Declaration

If all measures to obtain a required missing receipt have been exhausted, this Missing Receipt Declaration should be completed by the employee who incurred the business expense. Please complete the form below and include with your WellsOne card reconciliation or employee ad-hoc payment.

When to Submit a Missing Receipt Declaration		
Form of Payment	If on a Sponsored Project Account or RDA	If on an Unrestricted Account
WellsOne Procurement Card	All Amounts	All Amounts
WellsOne Credit Card	All Amounts	All Amounts
Ad-Hoc Reimbursement	All Amounts	All Amounts

I am missing a receipt for _____

Description of Item

I incurred this expense at _____ on _____ for \$ _____

Supplier

Date

Price

The receipt was: Lost Not Received Other

The form of payment I used:

KGI WellsOne Card Personal Credit/Debit Card Cash Check Other

Please describe the transaction's business purpose:

I understand that a Missing Receipt Declaration may not be completed on a routine basis and that overuse of this form may revoke the privilege of providing a Declaration in lieu of a receipt. I certify that the amount shown is the amount actually paid, that I have not and will not submit a duplicate claim, and that I have not and will not seek a claim for these expenses from any other source. I understand that a violation of this policy may result in disciplinary action, including termination.

Card holder Name

Signature

Date

Reviewing Supervisor Acknowledgment

Reviewing Supervisor Name

Signature

Date