

Baylor University Lost or Destroyed Original Receipt Statement

Please read the [Lost or Destroyed Original Receipt Statement requirements in the Travel & Entertainment Policies & Procedures](#).
Incomplete Lost or Destroyed Original Receipt Statements will not be reimbursed and will be returned to the traveler.

Airline Ticket Receipts

Attached is a copy or fax of the airline ticket receipt.

-OR-
I have contacted the agency or airline, as documented below, and was unable to obtain a copy of the ticket receipt. Therefore I have attached:

A copy of the flight itinerary and a form of payment (i.e., credit card slip or statement, cancelled check, etc.).

Hotel Folio

Attached is a copy or fax of the hotel folio.

-OR-
I have contacted the hotel, as documented below, and was unable to obtain a copy of the hotel folio. Therefore I have attached:

A copy of the form of payment (i.e., credit card slip or statement, cancelled check, etc.).

Dates	Hotel/City	# of Nights	Daily Rate	Total
_____	_____	_____	_____	\$ _____
				\$ _____

Car Rental Agreement

Attached is a copy or fax of the car rental receipt.

-OR-
I have contacted the rental car agency, as documented below, and was unable to obtain a copy of the rental receipt. Therefore I have attached:

A copy of the rental agreement and a form of payment (i.e., credit card slip or statement, cancelled check, etc.).

Dates	Rental Car Company	Car Class	# of Days	Total
_____	_____	_____	_____	\$ _____
				\$ _____

Meals (list each meal separately)

Attached is a copy or fax of the meal receipt.

-OR-
I have contacted the restaurant, as documented below, and was unable to obtain a copy of the meal receipt. Therefore I have attached:

A copy of the form of payment (i.e., credit card slip or statement, cancelled check, etc.).

Date	Restaurant/City	B,L, or D*	# of People	Total
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____

*B=Breakfast, L=Lunch, D=Dinner (Note: If more than 1 person, include business purpose on Expense Report)

Other - Miscellaneous Expenses

Attached is a copy or fax of the miscellaneous receipt.

-OR-
I have contacted the vendor, as documented below, and was unable to obtain a copy of the miscellaneous receipt. Therefore I have attached:

A copy of the form of payment (i.e., credit card slip or statement, cancelled check, etc.).

Date	Description (in detail)	Total
_____	_____	\$ _____
_____	_____	\$ _____

For All of the Above:

Name of Person Contacted for Duplicate Receipt(s): _____

Title of Person: _____

Date of Contact: _____

Reason for Missing Receipt(s): _____

I, the undersigned, certify (a) the expense receipts described above and reported on the enclosed Expense Report were lost or destroyed and (b) that these expenses have not or will not again be submitted to Baylor University or any other organization for reimbursement or tax purposes. Signatures required for spreadsheet-based and paper Expense Report:

Traveler/Employee _____ Date _____
Required

Printed Name _____

Authorized Approver _____ Date _____
Required

Printed Name _____