



### Lost Receipt Form

Name:

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Today's Date:

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Department:

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Out of Pocket Expense

(over \$75) Corporate Card  
Expense

The receipt was (check one):

- Lost
- Merchant did not provide a receipt.
- I have a receipt, but it is not readable.

Merchant Name:	
Transaction Date:	
Item Detail:	
	<b>Total Amount</b>

- If out of pocket expense, I am requesting reimbursement for the above listed expense(s) in accordance with the Suffolk University Travel Policy. I have lost the receipt(s) and I certify that these costs have been incurred by me in the performance of my official duties with Suffolk University.