

Travel Voucher – Missing Receipt Documentation

The current CSU alternative documentation requirement requires the travel preparer to complete the Missing Receipt Documentation form. The form must be completed, signed by the traveler and the travel approver and attached to the Post-Trip travel voucher for reimbursement.

Traveler Name:		Post-Trip Voucher Number:	
Travel Approver Name:			
Travel Destination(s):			

Date	Type of Claim (supplies – be specific, taxi, etc.)	Name of Establishment	Amount	Reason Receipt is not Available

Traveler Signature: _____
 Traveler Certification: I certify the above claims herein are true and just in all respects.

Travel Approver Signature: _____
 Travel Approver Certification: I approve reimbursement for the above missing receipt(s).