

# 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)