

**RECORD OF LOST RECEIPTS AND
 DAILY RECORD FOR ACTUAL & NECESSARY
 TRAVEL EXPENSES**

Name: _____

Employee ID#: _____

Inclusive Date(s) of Travel: _____

MEALS EXPENSE

Date	Expense Item (e.g., breakfast, lunch, dinner)	Location (city, state)	*Expense Amount	Lost Rcpt (x)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

LOCAL TRANSPORTATION EXPENSE

Date	Expense Item (e.g., taxi, bus, limo, etc.)	Location (city, state)	*Expense Amount	Lost Rcpt (x)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

OTHER MISCELLANEOUS EXPENSE

Date	Expense Item	Location (city, state)	*Expense Amount	Lost Rcpt (x)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

*** Note** - If used as daily record for A&N expenses, a receipt is required for any single expense \$25 or more. Used in lieu of lost receipts only after appropriate attempts have been made to obtain a copy. When used for lost registration and lodging receipts, proper justification must be documented.

I, the undersigned, certify that the above account of paid expenses incurred while in authorized official travel status is just, correct, and true, and that I am authorized to make claim for reimbursement of same.

 Signature

 Date