

Missing Original Receipt



TODAY'S DATE

Missing Receipt Information

VENDOR NAME

AMOUNT

\$

PLEASE EXPLAIN REASON FOR MISSING RECEIPT

Signatures

NAME (PRINT NAME)

DATE

SIGNATURE



APPROVER (PRINT NAME)

DATE

SIGNATURE



▶ **Attach the completed form to your Concur expense report.**

Questions? Contact the Financial Service Center at (609) 258-3080 or email finance@princeton.edu.