



# HOBART AND WILLIAM SMITH COLLEGES

## MISSING RECEIPT FORM

When a receipt is lost or otherwise unavailable and all measures to obtain a copy have been exhausted, the Missing Receipt Form (MRF) should be completed. The MRF should be signed by the employee and submitted with the employee's reimbursement request via Unimarket or HWS monthly credit card reconciliation via Commercial Card Online, where it will be reviewed and approved/declined by the employee's supervisor electronically.

*\*This Form may not be used for expenses charged to a grant program. For grant funded expenses, cost details and merchant payment or credit card statement receipts are required for all purchases at any value. Any questions relating to grant requirements should be directed to the grant manager in the business office.*

|  |  |                                |                               |
|--|--|--------------------------------|-------------------------------|
| Vendor:  |  |                                |                               |
| Description of Purchase:   |  |                                |                               |
| Date of Purchase:  |  |                                |                               |
| Cost:  |  |                                |                               |
| Location:  |  |                                |                               |
| Business Purpose:  |  |                                |                               |
| Person(s) Involved if related to meals, travel, or entertainment:  |  |                                |                               |
| <input type="checkbox"/> Lost Receipt <input type="checkbox"/> Never Received <input type="checkbox"/> Other _____ |  |                                |                               |
| <b>The form of payment used (check applicable):</b>  |  |                                |                               |
| <input type="checkbox"/> PCard- HWS Visa   | <input type="checkbox"/> Personal Card | <input type="checkbox"/> Check | <input type="checkbox"/> Cash |

**Note: For purchases made with personal credit/debit cards or checks, please provide proof of payment via statement or copy of the cancelled check with reimbursement request in Unimarket.**

-MRF not required for Visa purchases under \$25.00.

I understand that a MRF should be used on rare occasions and may not be used on a routine basis. I further understand that excessive use of a MRF may result in the privilege of providing a declaration in lieu of receipt being revoked.

I certify that the amount shown is the amount actually paid; that I have not and will not submit a duplicate claim; and that I have not and will not seek a claim for these expenses from any other source:

|               |                    |
|---------------|--------------------|
| Employee Name | Employee Signature |
| Department    | Date               |